

Steeple Aston Community Emergency Plan

Plan last updated on: 25/10/2025

If you are in immediate danger call 999

Plan distribution list

Name	Role	Phone number/email address	Issued
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Cathy Fleet	Parish Clerk and member of Community Emergency Group	parishclerk.steepleaston@gmail.com 07989 398 838; 01869 347000	
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Angela	Pre-school	01869 340863 info@steepleastonpreschool.org.uk	
	The Red Lion	01869 389174	

	Churchwardens	Eileen Baglin-Jones 01869 340099 Graham Clifton 01869 347273	
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Gareth Epps	Councillor, Oxfordshire County Council	Cllr Gareth Epps gareth.epps@oxfordshire.gov.uk	
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	CDC emergency planning officer	01295 221531	
Jenny Bell	Village website and Facebook page	01869 943573 Jennybell.steeple@gmail.com	
Lawrence White	Telephone tree	01869 347208	
Angela Smith	Telephone tree	07734 112967	
Zazi Barrell	Telephone tree	07814 293784	
Nigel Francis	Telephone tree	01869 347798	

Plan amendment list

Date of amendment	Date for next revision	Details of changes made	Changed by
01/03/2025	28/04/2025	Format revised following advice from OCC emergency planning team	SAPC
29/04/2025		Additional risks added	SAPC
14/05/2025		Telephone tree and actions list populated	SAPC
25/10/2025	14/5/2026	Further details added	SAPC

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Local risk assessment

Risks	Impact on community	What can the Community Emergency Group do to prepare?
Power outage over prolonged period	Lack of heating, lighting and power for eg cooking	- Encourage residents to place effective torches where they can be easily found in their homes - Contact SSE to establish facts and whether emergency arrangements are in place - Work with local emergency responders to contact vulnerable people and offer support
Water supply outage	No water supply, threatening health of residents	- Contact Thames Water to establish facts and whether emergency arrangements are in place - Work with local emergency responders to contact vulnerable people and offer support
Traffic accident, eg on A4260 or on railway line	Need for temporary shelter for people affected but not hospitalized, with access to facilities	Open Village Hall (or other designated centre) and make available all necessary support in conjunction with emergency services
Aircraft crash (because of Kidlington airport flight path)	Need for temporary shelter for people affected but not hospitalized, with access to facilities	Open Village Hall (or other designated centre) and make available all necessary support in conjunction with emergency services

Local skills

Skill/Resource	Who?	Contact details	When might be unavailable?
First Responder	TBC	999	
First Aiders	Zazi Barrell David Machin Helen Lauder	07814 293784 07748 017431 01869 347355 or 07894 962535	
Pharmacist	Dennis Lauder	01869 347355 or 07894 962535	
Plumber	Joel Walker	07904 369062	
Electrician	Andy Shayler	01869 349058 or 07808 901154	
Farmer	Tim Taylor	01869 340551	
Vet	Harts Vets, Bicester (24 hour)	01869 323223	

Local resources

Tractor	Tim Taylor	01869 340551
Digger	Neil Upton	0786 092 0700
4 x 4	Zazi Barrell Joel & Lee-Ann Walker David Machin Charlotte Bartlett Richard MacAndrew (soft-roader)	0781 429 3784 J: 0790 436 9062 L: 0787 046 9072 0774 801 7431 01869 347347 or 0778 810 7673 01869 347209
Van	Joel & Lee-Ann Walker	J: 0790 436 9062 L: 0787 046 9072

Trailer	Robin Tuluie	01869 388216
Plug-in phone	Zazi Barrell David Machin Richard MacAndrew Charlotte Bartlett	0781 429 3784 0774 801 7431 01869 347209 01869 347347 or 0778 810 7673
Emergency lighting	Andy Shayler	01869 349058 or 0780 890 1154
Marquee	Joel & Lee-Ann Walker	J: 0790 436 9062 L: 0787 046 9072
Chainsaw	Carl Tomlinson Robin Tuluie	0779 669 8664 01869 388216
Radios/walkie-talkies	David Machin	0774 801 7431
Surface water pump	David Machin (small) Charlotte Bartlett (petrol)	0774 801 7431 01869 347347 or 0778 810 7673
Bags of salt	PC shed	c/o Cathy Fleet
Hi-Vis jackets	PC shed	Do.

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

Building	Location	Contact details of key holder
Village Hall	Fir Lane	Contact one of the keyholders listed below and inform the Chair of the VHMC, Vicky Clifton. Vicky Clifton 07817 025948 Margaret Bulleyment 01869 347346 Richard Preston 01869 340512 Angela Smith 07734 112967
Sports and Recreation Centre	Fir Lane	Contact one of the keyholders listed below and inform the Chair of the SRT, Torquil McLusky on 01869 347914 or 0779 520 5095. Chris Cooper 01869 347173 Alan Peckham 01869 347756 John White 07931 374095 Lawrence White 01869 347208 Fiona McLoone 01869 340132
Red Lion pub	Water Lane	Contact the Red Lion direct (01869 389174)
Dr Radcliffe's School	Fir Lane	Contact the School on 01869 340204 and Lisa Boote (Chair of Governors) on 01869 349091.

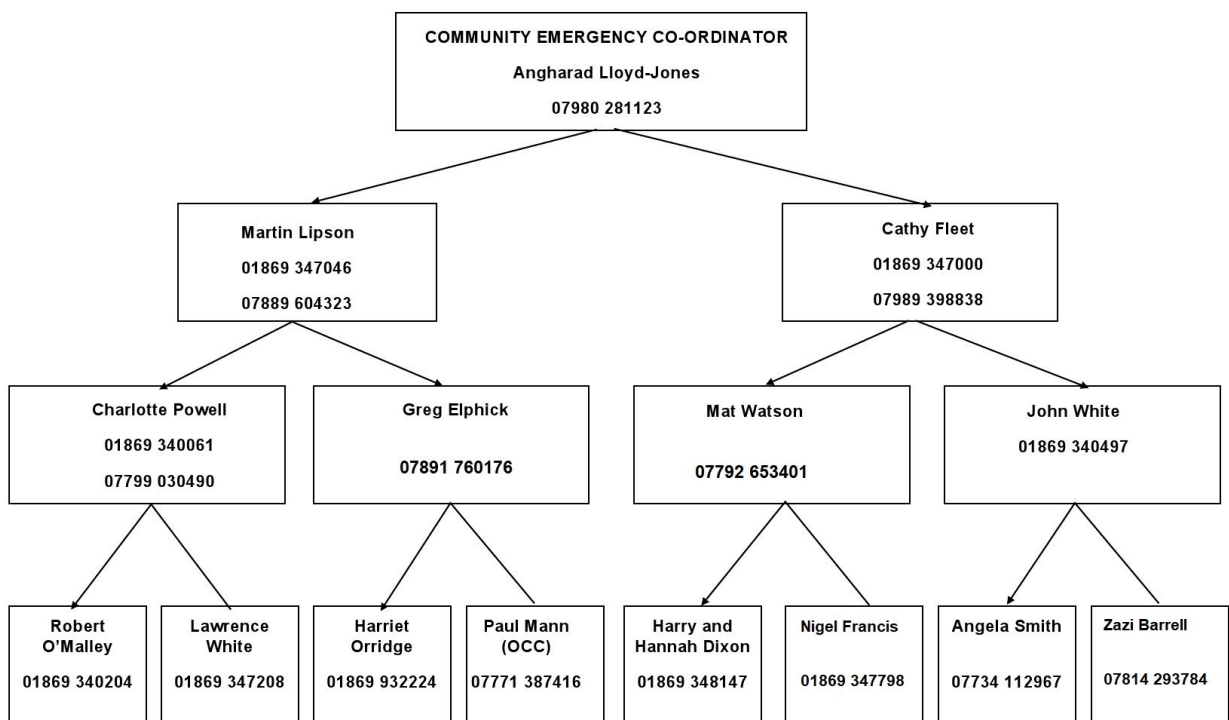
Emergency contact list

Zazi	BARRELL	Hill Cottage Northside	07814 293784
Charlotte	BARTLETT	Seven Springs South Side	01869 347347 07788 107673
Lisa	BOOTE	Lawrence Fields	01869 349091
Vicky	CLIFTON	Middle Aston	07817 025948
Charlotte	POWELL	Dickredge	01869 340061 07799 030490
Peter	DAMMERMAN	30 Fenway	07961 193071
Greg	ELPHICK	4 Townend	07891 760176
Cathy	FLEET	Glendale, Duns Tew	01869 347000 07989 398838
Paul	HONIGMANN	27 Grange Park (not obvious drive)	01869 340665 07512 224700
		Red Lion	01869 389174
Helen and Dennis	LAUDER	10 Grange Park	01869 347355 07894 962535
Martin	LIPSON	West Grange	01869 347046 07889 604323
Richard	MACANDREW	Burland South Side	01869 347209
David	MACHIN	Sandfields Fenway	07748 017431
Torquil	MCLUSKY	The Old Forge South Side	01869 347914 07795 205095
Harriet	ORRIDGE	The Rectory	
Des	O'SULLIVAN	Shepherd's Hill Fenway	01869 349138 07731 525740
Andy	SHAYLER	13 Bradshaw Close	01869 349058 07808 901154
Tim	TAYLOR	Upper Field, Brasenose Farm	01869 340551
Carl	TOMLINSON	Brasenose Farm	07796 698644

Robin	TULUIE	East Grange	01869 388216
Neil	UPTON	Brasenose Cottage Fenway	07860 920700
Katerina	VERNICOS	12 Lawrence Fields	07824 553003
	VETS	Harts Vets Bicester	01869 323223
Joel and Lee-Ann	WALKER	Timbers Water Lane	J: 07904 369062 L: 07870 469072
Mat	WATSON	Old Quarry House Fenway	07792 653401

Telephone tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



Activation triggers

1. When the community emergency co-ordinator receives information regarding power or water outages of greater than 8 hours duration.
2. When Police/ Emergency Services ring the coordinator.
3. When any member of the Community Emergency Group receives information regarding a major local incident from other sources.

In each case, the Community Emergency Co-ordinator will activate the telephone tree (see p.12) and ensure that the Community Emergency Group carries out the actions listed in the Risk Assessment table on p.6.

The members of the telephone tree will stand prepared to provide support to the Community Emergency Group or the Co-ordinator, by helping with specific tasks or broadening any support required across the parish.

First steps in an emergency

	Instructions	Tick
1	Call 999 (unless already alerted)	
2	Ensure you are in no immediate danger	
3	Contact the Community Emergency Group and meet to discuss the situation	
4		
5		
6		
7		
8		
9		
10		

Community Emergency Group meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- The school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children

What resources do we need?

- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

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 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. Tell emergency services who might need extra help to leave their home