

# **Ugborough Parish Council EMERGENCY PLAN**

This plan is to be reviewed annually

**If there is any risk to life at all  
contact 999**

## **PARISH EMERGENCY TEAM**

### **Administration Coordinators:**

Email:  
Address:

Email:  
Address:

### **Operations Liaison Coordinators:**

Chairman of Parish Council:

Email:  
Address:

Assistant:  
Email:  
Address:

### **Reserve to Operations Liaison Coordinator:**

Email:  
Address:

### **External Liaison Coordinator:**

Email:  
Address:

### **Parish Shelter Coordinator:**

**Ugborough:**  
**Bittaford:**

### **Medical Care Coordinator**

Parish Councillor:

### **Listening Watch Coordinator:**

National/Local Radio listening watch will be maintained by: Person will be identified as required.

### **Community Web Site**

Email address:  
Website:

## **CONTENTS**

- 1. Introduction**
- 2. Aim of this plan**
- 3. Objectives of this plan**
- 4. What is an Emergency?**
- 5. What sort of Emergency?**
- 6. The Emergency Team**
- 7. Parish roles and responsibilities**
  - 7.1 Role of the Parish Emergency Administration Coordinator**
  - 7.2 Responsibilities of the Parish Operations Coordinator**
  - 7.3 Responsibilities of the Reserve to Operations Coordinator**
  - 7.4 Responsibilities of the Parish Operations Coordinator**
  - 7.5 Responsibilities of External Liaison Coordinator**
  - 7.6 Responsibility of Snow Warden**
  - 7.7 The use of volunteers**
- 8. Activation arrangements**
  - 8.1 Initial contact**
  - 8.2 Emergency Team Telephone Contact Cascade**
  - 8.3 Parish Emergency Team**
- 9. Parish Emergency Control centre**
- 10. Temporary Accommodation**
- 11. Communications**
  - 11.1. Loss of communication**
- 12. End of Emergency**

**Appendix 1 – List of Councillors/ community emergency wardens**

**Appendix 2 – Contact Telephone Tree**

**Appendix 3 – Local Hazards and Threats**

**Appendix 4 – Risk Matrix**

**Appendix 5 - Emergency Planning Contact Numbers**

**Appendix 6 - Draft Community Emergency Group first meeting agenda**

**Appendix 7 – Log Sheet (Coordinators record sheet)**

**Appendix 8 - Distribution List for Emergency Plan**

**Appendix 9 – Evacuation of Residents to Sheltered Accommodation**

**Appendix 10a – Parish Map**

**Appendix 10b - Village Maps**

**Appendix 11 – Equipment Held and Village Hall Key Holders**

## 1. INTRODUCTION

This plan has been initiated by the Parish Council. In the event of an emergency occurring in the Ugborough Parish, this document enables a clear understanding of the roles and responsibilities of the various support agencies, and a plan to enlist local people to help others in the community, including a list of contacts should residents require help in the event of an emergency.

The plan is intended to provide a self-help response, during any emergency affecting the parish community when the normal emergency response by the Emergency Services and County/ District Councils is delayed because of the scope or nature of the emergency.

## 2. PURPOSE OF THIS PLAN

The purpose of this plan is to provide a self-help response, particularly shelter, during any emergency affecting the community, when the normal emergency response provided by the Emergency Services and the Local Authorities is delayed, because of the scope and nature of the emergency.

## 3. OBJECTIVES OF THIS PLAN

- To establish a local emergency management structure
- To give an overview of roles and responsibilities
- To detail cascade call out arrangements
- To identify available community resources – personnel, equipment and emergency accommodation.

## 4. WHAT IS AN EMERGENCY?

The formal definition is “An incident arising, with or without warning, threatening or causing death or serious disruption to significant numbers of people, property or the environment, in excess of that which can be dealt with by the public services operating under normal conditions and requiring the special mobilisation and organisation of those services and the deployment of local authority staff and resources”. Under the Civil Contingencies Act 2004 an emergency is defined as ‘An event or situation which threatens serious damage to

- Human welfare
- The environment
- Security of the United Kingdom.’

Devon County Council has a Contingency Planning Unit that works in partnership with the Emergency services, South Hams District Council and voluntary agencies in order to provide a coordinated response to a major incident. The Police have overall responsibility for control and coordination in an emergency situation. The county and borough councils have specific responsibilities, which include establishing emergency centres, providing temporary accommodation for those made homeless and managing the longer term recovery phase.

The purpose of this document is to provide guidance and information about local resources that may be essential in the event of an emergency within this parish. This local plan has been drawn up under the auspices of the Parish Council, with help from representatives in the community who could be called upon for assistance. A key element is individual Councillors/ community emergency wardens who would be the main contact for each limited geographical area and who would coordinate local needs, in communication with an operations centre at Ugborough Village Hall.

***A list of Councillors/ community emergency wardens is attached at Appendix A1.***

## 5. WHAT SORT OF EMERGENCY?

The following types of event could trigger a local emergency:

Flooding, Severe storms, Snow, large scale evacuation due to a major event, e.g. major fire, pollution incident, a pandemic health threat and loss of communications. Whilst most of these events would involve the Emergency Services and/or the major authorities, the knowledge of local people will be vital in mitigating the effects on the local community.

## 6. EMERGENCY TEAM

The Emergency Team is responsible for organising all emergency activity within the parish, under the direction of the emergency services if appropriate.

As emergencies can occur at any time, it is not possible to guarantee that all members of the team are available within the parish. Therefore, each member of the Emergency Team is familiar with the Plan and can cover for absences of other members.

In addition, all other Parish Councillors in the parish at the time of the emergency should attend the Emergency Centre to be allocated appropriate tasks.

## 7. PARISH ROLES AND RESPONSIBILITIES

### 7.1 Roles & Responsibilities of The Parish Emergency Administration Co-Ordinator

Role of the Parish emergency administration coordinator *during* a major incident:

- Confirm the nature of the emergency and its extent as far as possible
- Call a community meeting during an emergency (if deemed necessary)
- Provide the focal point for the community response to an emergency
- Assess the situation within the community
- If isolated, co-ordinate some immediate self -help recovery
- To organise such local resources as are available within the community
- Keep a log of all requests for assistance or action taken
- Ensure that the local community is aware of the Parish Council's Emergency Plan and that residents are aware of Councillor's/ Community Emergency Warden's contact details
- Ensure that all those involved in the cascade call out system are aware of what action they have to take
- Maintain the Community Emergency Resource Register with the aid of the Councillors/Community Emergency Wardens
- Confirm whether there are any injuries to persons. Arrange for local persons with medical skills to attend, if appropriate. Check the need for evacuation. If necessary, set up the evacuation centre and call appropriate organisations for support. Set up the evacuation registration procedure and ensure it is followed
- Check vulnerable persons and re-check periodically
- Ensure minors unable to get home are gathered in the Emergency Centre where they must be entered in the Unaccompanied Minors Register and supervised until re-united with their parents
- Allocate tasks to volunteers (e.g. assistance to residents, tree clearing, road clearing)
- Arrange for use of appropriate resources (e.g. vehicles, equipment). Establish need for supplies and arrange for their acquisition
- Organise refreshments for Emergency Team, emergency services, volunteers and persons directly affected by the emergency

The following people have been identified to co-ordinate the local response:

<b>NAME</b>	<b>TELEPHONE NUMBER</b>	<b>MOBILE NUMBER &amp; EMAIL</b>
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### 7.2 Responsibilities of Operations Coordinator

- To assist the Parish Emergency Coordinator in identifying other community volunteers in case of emergencies. They will co-opt volunteers with specialist knowledge e.g. trained first-aiders
- To take charge of on the ground response to emergencies

The following people have been identified as Operations Coordinators:

<b>NAME</b>	<b>TELEPHONE NUMBER</b>	<b>MOBILE NUMBER &amp; EMAIL</b>
-------------	-------------------------	----------------------------------

### **7.3 Responsibilities of Operations Coordinator**

- To assist the Parish Emergency Coordinator in identifying other community volunteers in case of emergencies. They will co-opt volunteers with specialist knowledge e.g. trained first-aiders
- To take charge of on the ground response to emergencies

The following people have been identified as Operations Coordinators:

<b>NAME</b>	<b>TELEPHONE NUMBER</b>	<b>MOBILE NUMBER &amp; EMAIL</b>
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### **7.4 Responsibility of Snow Warden**

The Snow Warden is the key point of contact between the local community and DCC.

They take responsibility for delivering local self-help and where possible refilling the grit bins and salt bags within the parish in a way which fits in with the local priorities e.g. to arrange for local grit bins to be refilled using local resources. They demonstrate that suitable arrangements are in place to store and manage the salt responsibly and be accountable to the local community for the way which salt is managed. To use the salt during severe weather on the public highway only (including footways and footpaths) but not areas treated by the county council as part of the defined salting network.

They encourage responsible local use of the grit bin facility and help to minimise abuse, e.g. people taking salt for use on private driveways.

### **7.5 Responsibility of Parish Shelter Coordinator:**

- Liaise with landlord/s of emergency shelters during use of shelter
- Maintain a register of all residents using the emergency shelter
- Be a focal point of contact between the shelter and Parish Administration Coordinator

### **7.6 Responsibility of Medical Care Coordinator**

- Provide medical care as required
- To liaise with paramedics

### **7.7 Use of Volunteers**

#### **Emergency Team Member Actions Regarding Volunteers:**

- Ask all volunteers to report to the Emergency Centre where they can be allocated appropriate tasks
- Register all volunteers, recording name, address, telephone number and allocated task
- Tasks to be allocated appropriately to volunteers
- Ask all volunteers to return and report to the Emergency Centre when the allocated task has been completed

The parish council cannot provide any insurance cover for vehicles it requests to be used. These are to be used by the owner at the owners' own risk and discretion and should be appropriately taxed and insured. *Volunteers to be advised of this restriction.*

## 8. ACTIVATION ARRANGEMENTS

Depending on the situation, the following procedure will be followed:

### 8.1 Initial Contact

For locally developing emergencies, the Parish Emergency Coordinator will initiate the Parish cascade. As necessary the External Liaison Leader will notify Emergency Services, then the District Council with information about the incident numbers.

### 8.2 Emergency Team Contact Cascade

The person (resident) first aware of the incident will then immediately:

- a. Inform one or both of the Emergency Coordinators
- b. The coordinators will activate the Parish Cascade by calling the next person on the list who will contact the next and so on, skipping a name in the case of non-availability.
- c. The coordinator will convene, if necessary, a meeting of the Parish Emergency Team.
- d. The Emergency Team will decide if a resident's general meeting is required.

***Emergency Team Contact Telephone Tree is attached at Appendix 2.***

### 8.3 Parish Emergency Team

The Parish Emergency Team will:

- Comply, if possible, with any advice or request from the District Council or Emergency Services
- Establish a communications link with the District Emergency Management Centre and maintain it for the duration of the emergency. This link will normally be established at the parish emergency centre at Ugborough Village Hall
- Consolidate and disseminate information to residents and outside organisations
- In the event of the village becoming isolated, undertake co-ordination of effort to sustain the local community
- Start the Incident Log with the date and a brief description of the incident. Insert timed entries into Incident Log, starting with which emergency services have been called, when and by whom and continuing with other relevant actions or events

## 9. PARISH EMERGENCY CONTROL CENTRE

Ugborough village hall will be used as a 24-hour parish emergency centre.

A sign is to be displayed at the main door.

All members of the community willing to help should gather at the village hall to be allocated tasks and responsibilities as in 7 above.

Communications will normally be via Mobile Phone (mobile numbers as for Coordinators).

The centre will hold an incident box containing ordnance survey maps, copies of the electoral roll and other useful items to the Emergency services.

*(Emergency power in the form of a generator may be required)*

***A list of Ugborough Village Hall key holders is at Appendix 11***

## 10. TEMPORARY ACCOMMODATION

(In the event of people  
being made homeless or  
needing shelter) Building

Location

Potential usage in an  
emergency

Contact details

The following items may be required if available:

- Blankets
- First aid equipment
- Radio
- Camp beds
- Fire fighting equipment
- Care of pets Bottled water and food

### **10.1 Temporary Body Holding Facility**

In the event that there is a need to temporarily hold bodies, they will be taken to:

## **11. COMMUNICATIONS**

### **11.1 Loss of communications**

If telephones are affected by the emergency, communications within the community will be via volunteer couriers carrying written or verbal messages if safe to do so or via handheld VHF radio sets if available.

Information is to be made available via Information Boards, Email & Website  
Notice Boards to be used:

### **12. END OF EMERGENCY:**

- Return all materials into the Emergency Centre box, including any registers created during the emergency
- Retain all logs, forms and other relevant paperwork for any subsequent debrief, enquiry or investigation
- Ensure that the Emergency Centre is returned to its original state and left clean and tidy with all tables, chairs etc put away



**APPENDIX 1**  
**UGBOROUGH PARISH COUNCILLORS**

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**APPENDIX 2**  
**EMERGENCY TEAM CONTACT 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.

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**APPENDIX 3  
LOCAL HAZARDS AND THREATS**

**Industrial Incident / Environmental  
Pollution**

Industrial explosions and major fires  
Industrial accident involving toxic release  
Major contamination incident with widespread  
implications for the food chain  
Water supply contamination  
Major land contamination incident  
Major air quality incident

**Industrial / Technical Failure**

Technical failure at water treatment works  
Technical failure of electricity network  
No notice failure of a public telephony  
provider

**Transport Incidents**

Aviation incident (on or off airfield aircraft  
crash)  
Large scale Road Traffic Accident  
Transport incident (hazardous substance  
release)  
Local accident involving transport of fuel /  
explosives

**Extreme / Severe Weather**

Storms and Gales  
Heatwave  
Drought  
Cold Weather  
Prolonged / heavy blizzard / snow fall  
Flooding (blocked culverts)

**Structural Hazards**

Building collapse  
Bridge collapse  
Land movements (tremors and landslides)

**Human Disease**

Influenza Pandemic  
Legionella / meningitis outbreak

**Animal Health**

Avian Influenza  
Foot and Mouth  
Swine Flu  
Rabies

**Public events**

Large scale emergency at a public event  
Evacuation of large numbers of people from  
events

**APPENDIX 4  
RISK MATRIX**

**Risk Matrix Score:**

**A = HIGH** Likelihood and **HIGH** Impact

**B = LOW** Likelihood and **HIGH** Impact

**C = HIGH** Likelihood and **LOW** Impact

**D = LOW** Likelihood and **LOW** Impact Hazard

<b>Hazard</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Mitigation</b>	<b>Score</b>
Flooding				
Total or partial loss of gas				
Total or partial loss of electricity				
Total or partial loss of water				
Total or partial loss of telephone				
Severe Weather				
Major Fire				
Loss of road access				
Pollution				

**APPENDIX 5  
EMERGENCY PLANNING CONTACT NUMBERS**

<b>Name / Contact</b>	<b>Role</b>	<b>Daytime contact number</b>
Emergency Services	Police, Fire, Ambulance	999
Police Headquarters		
Local Police Station		
Local GP Surgeries		
Hospitals	Totnes Derriford	01803862622
Devon County Council	County Contact Highways & Transport	01363 772391 0845 155 1004
South Hams District Council	District Contact	01803 867034
Environment Agency	Incident Hotline	0800 807060
NHS Direct		0845 4647
Gas Supplies	Transco	0800 111 999
Electricity Supply	Western Power Distribution	0800365900
Water	South West Water	08001691144
Chemists		
Breakdown Services	A.A. R.A.C. Green Flag	0800887766 0800828282 08000510636
Telecoms	British Telecom	0800800151

**APPENDIX 6  
DRAFT COMMUNITY EMERGENCY GROUP FIRST MEETING AGENDA**

**Ugborough Parish Community Emergency Group Emergency Meeting Agenda**

**Date:**

**Time:**

**Location:**

**Attendees:**

**1. What is the current situation?**

***Consider the following***

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**

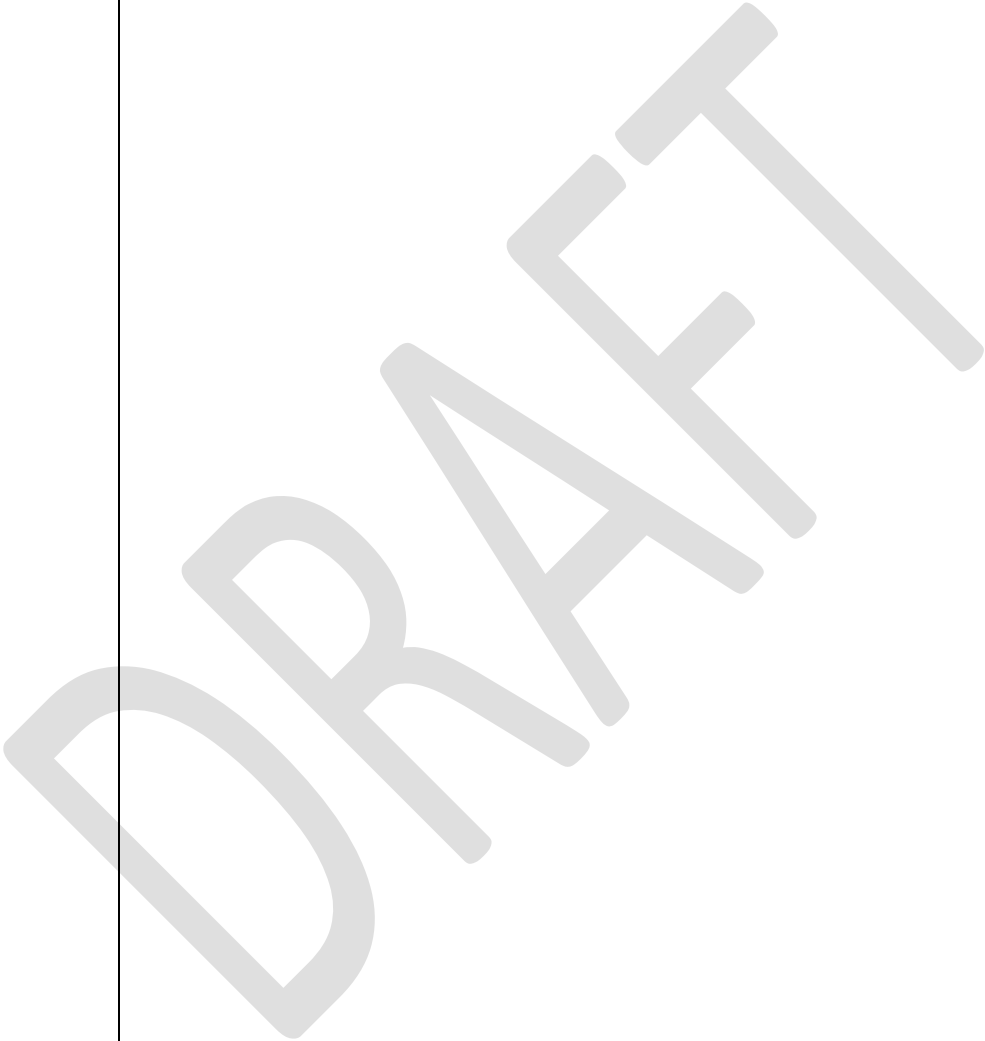
**3. How can we support the emergency services?**

**4. What actions can safely be taken?**

**5. Who is going to take the lead for each of the agreed actions?**

**6. Any other issues?**

**APPENDIX 7  
LOG SHEET**

Date	Time	Information / Decisions / Actions	Initials
			

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**APPENDIX 8**  
**DISTRIBUTION LIST FOR EMERGENCY PLAN**

<b>Distribution:</b> <i>(List of people or places currently holding plan)</i>	
1.	All members of the Parish Emergency Team
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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## **APPENDIX 9 EVACUATION OF RESIDENTS TO SHELTERED ACCOMMODATION**

In the absence of the emergency services, the PCET may recommend evacuation to residents but this must be voluntary.

Once it has been established with the Emergency Services that evacuation is necessary the Parish Shelter will be activated and the evacuees will be advised to gather together the following items as quickly as possible.

- A list of useful telephone numbers e.g. doctor and close relatives
- Home and car keys
- Toiletries, sanitary supplies and prescribed medication
- Battery radio with spare batteries
- Torch with spare batteries
- First aid kit
- Mobile phone
- Cash and credit cards
- Legal documents eg insurance policies, car registration forms, birth certificates
- Spare clothes and blankets

Additionally, if there is time:

- Turn off electricity, gas and water supplies
- Unplug appliances
- Lock all doors and windows

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**APPENDIX 10A  
PARISH MAP**

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**APPENDIX 10B**  
**VILLAGE MAPS**

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**APPENDIX 11  
LIST OF EQUIPMENT HELD AND VILLAGE HALL KEY HOLDERS**

<b>Name</b>	<b>Contact</b>	<b>Equipment</b>
George Fletcher	<a href="mailto:gh197@btinternet.com">gh197@btinternet.com</a>	Petrol strimmer, wheelbarrow, spades, rake, spotlight
	01752 892939	
	07715 168903	
	21 Lutterburn Street	
Soma Cottis	01752 897410	Drain rods, spade
	14 Lutterburn Street	
Rob Gammage	<a href="mailto:rgammage01@aol.co.uk">rgammage01@aol.co.uk</a>	Spade, snow shovel
	01752 698073	
	07915 203503	
	Brook Cottage	
	19 Lutterburn Street	
Merryl Docker	<a href="mailto:merryldocker@yahoo.co.uk">merryldocker@yahoo.co.uk</a>	Wellingtons, broom, self!
	01752 893651	
	3 Undertown	
Edd Johns	<a href="mailto:edjohns@hotmail.co.uk">edjohns@hotmail.co.uk</a>	Muscle, spade, tractor, loader, 4x4, chainsaw, slurry tanker, whit enthusiasm
	07970 757755	
	Hillhead Farm	
Richard Hutcheon	<a href="mailto:rfhutcheon@btinternet.com">rfhutcheon@btinternet.com</a>	As above
	01752 898785	
Jonathon Camp	01752 896145	Waders, shovels, 4x4, drain rods
	07977 464763	
Matt Widdicombe	07929 453435	Spade, tractor, loader, chainsaw, slurry tanker
Derek Wakeham	<a href="mailto:signoftheowlbirds@live.co.uk">signoftheowlbirds@live.co.uk</a>	Shovels, 4x4, saws
	01364 72132	
	07909 815988	
Richard Hosking	<a href="mailto:rwh007@ricsonline.org">rwh007@ricsonline.org</a>	4x4
	01752 690775	
Sue Daniels	<a href="mailto:suej.daniels@gmail.com">suej.daniels@gmail.com</a>	4x4
	01752 690130	
	07930 838743	

George Beable	<a href="mailto:georgebeable@hotmail.co.uk">georgebeable@hotmail.co.uk</a>	4x4 truck
	01364 649273	
Tom Holway	<a href="mailto:tomholway@lineone.net">tomholway@lineone.net</a>	
	01752 941872	Small 4X4 & trailer, floodlights, extension leads, spade+fork+rake, axe, hook, petrol hedge trimmer, strimmer & chain saw, 2 way radios, rope.
David Smallridge	<a href="mailto:davidsmallridge@hotmail.co.uk">davidsmallridge@hotmail.co.uk</a>	Digger, pressure washer
	07929 207994	
<b>Village Hall keyholders</b>		
Stafford Williams	3, The Square Tel: 07941 588581	
Kate Brampton	Hill House Tel: 01752 892725	
Steve Hughes	1, The Old Chapel Lutterburn Street Tel: 01752 895338	