

COMMUNITY EMERGENCY PLAN

BUCKLAND MONACHORUM PARISH COUNCIL



SUMMER 2013

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Section 1: QUICK GUIDE

- 1.1 An emergency/major incident is any event or circumstance that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities within the required timescale.
- 1.2 If there is risk to human life or damage to property ring 999
- 1.3 If you need to contact the police force for non urgent matters ring 111
- 1.4 If you have a medical problem which you consider a non emergency ring 121
- 1.5 The flood emergency number is **24 hour freephone hotline 0800 80 70 60. or 0845 988**
- 1.6 For latest flood warnings in force contact 0845 988 1188 Objectives
 - Identify the risks most likely to impact the community
 - Identify relevant steps to mitigate and respond to emergency situations
 - Identify vulnerable people / groups / establishments in the community
 - Identify community resources available to assist during an emergency
 - Provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities

Section 2: Implementation

- 2.1 The plan can be implemented when there is a risk to human life or property which cannot be contained by the emergency services within the required timescales. i.e. if water is flooding into your backdoor, ringing the environment agency promptly is essential but a good supply of sandbags may be at that moment more helpful.
- 2.2 The Parish Council Chairman has powers to activate the Plan in consultation with as many members of the Emergency Committee as can be contacted, and the Council's Emergency Headquarters will be based initially at the Council Office (Councillors may be co-opted to the Committee as necessary). If the Chairman or Vice-Chairman is not available any Committee member or, in their absence, any Councillor may in consultation with as many Councillors as can be contacted, activate the Plan.
- 2.3 West Devon Borough Council MUST be informed when the Plan is activated with concise details of conditions in the Parish, Telephone 0800 169 4217 or 01822 813600..
- 2.4 WDBC mobilises resources during an emergency and is in contact with DCC and the Emergency Services.
- 2.5 The co-ordinating role in an emergency is undertaken by a senior police officer, except that a fire officer takes charge at the site if there is a danger of fire.

Section 3: Self-help Plans

- 3.1 The following Councillors will have information on useful contacts in their area, and specialist knowledge on suitable locations in case of the need to evacuate local residents:-
- 3.2 Yelverton Representative: Mr Ric Cheadle, Lechmere, Yeoland Lane, Yelverton, PL20 6BX. Telephone 01822 854710
- 3.3 Clearbrook Representative: Mrs Sue Britton, Whitefriars, Clearbrook, PL20 6JD. Telephone 01822 852584
- 3.4 Milton Combe Representative: Val Bolitho. Telephone 01822 854865
- 3.5 Buckland Monachorum Representative: Lucy Wood. Telephone 01822 854332
- 3.6 Crapstone Representative: Mrs Sally Challiss, Kinsbourne, Stoke Hill Lane, Crapstone, PL20 7PP. Telephone 01822 852157
- 3.7 Refer to Appendix B for useful contact names and addresses in relation to the Self Help Plan.

Section 4: Specific Emergencies

4.1 Loss of Water Supplies

- 4.1.1. The following action is to be taken in the event of an obvious threat of drought conditions, loss of mains water supply or, on receipt of a Statement of Intent by South West Water Ltd (SWW) that water rationing or restriction is to be introduced:
- 4.1.2. The Chairman of the Parish Council will convene the Parish Emergency Committee (PEC) to discuss the immediate actions necessary to facilitate the introduction of water rationing within the Parish.
- 4.1.3. For small scale outages wheeled water bowsers or static tanks will be deployed by SWW and consideration should be given by the PEC to assist parishioners with special needs (elderly, infirm etc) who may need help in collecting water from the tanks.
- 4.1.4. SWW has developed a Vulnerable Customers Hierarchy (VCH) which groups vulnerable customers in order as follows:
- (1) Domestic customers with health needs, e.g. home dialysis patients.
 - (2) Institutions with health responsibilities.
 - (3) Commercial premises with high safety criteria, e.g. for cooling water.
 - (4) Food producers.
 - (5) Other commercial customers.
- 4.1.5 The VCH may change according to the circumstances giving rise of the outage and resources available.
- 4.1.6 The following actions should be considered by the PEC:
- (1) Obtain the priority list of alternative water deployment and type from SWW, this will give some indication of the time-scale available before Parish involvement.
 - (2) Confirm with SWW which of the vulnerable customers will be provided directly with an alternative or uninterrupted supply.
 - (3) The Parish Council must liaise with SWW to ensure that water tanks are placed with the least inconvenience to residents and are able to provide maximum coverage.
- 4.1.7 In consultation with SWW, the Parish Council should consider a directive to Parishioners to clarify media coverage and provide essential details to include the following.
- (1) The expected date of commencement of restriction.
 - (2) Details of how Parishioners not covered by VCH can obtain assistance.
 - (3) Advice to Parishioners requiring assistance on suitable receptacles for obtaining and storing water from the temporary water supply point.
 - (4) Appeal for volunteers to provide assistance to the sick and elderly on a daily basis.
 - (5) Issue contact telephone numbers of Councillors who are available to give advice.
 - (6) Provide an exhortation on how to conserve water supplies.
- 4.1.8 See Appendix A for essential contact details for SWW.

4.2 Flooding

- 4.2.1. The Environment Agency will issue advice and information on flood and flood warnings on **FLOODLINE 0945 988 1188**, or on email, www.environment-agency.gov.uk
- 4.2.2. All flood incidents shall be reported to the Environment Agency on the **24 hour freephone hotline 0800 80 70 60. or 0845 988 1188** Pending the arrival of emergency services the following actions shall be carried out:
- (1) Ensure that all personnel are vacated from flooded buildings and or area. Where this is not possible or safe to do so, on arrival of the emergency services, notify of any trapped or stranded persons and their last known location.
 - (2) Warn any Parishioners who may be at risk should flooding increase.
 - (3) Where possible examine water course and report any blockages to the emergency services.
 - (4) If necessary, evacuate the area and contact the emergency services (see 4.7)

4.3 Pollution of Water Course

- 4.3.1. It is essential that any actual or suspected incidents of pollution are investigated by the Environment Agency as soon as possible.
- 4.3.2. Should signs of pollution be found (see paragraph 4.3.3.) telephone **the Environment Agency 24 hour freephone emergency hotline 0800 80 70 60 immediately.**

Provide:

- (1) The location of the incident
- (2) A description of the problem
- (3) Details of how you can be contacted

4.3.3. How to spot pollution

- (a) Any changes in the colour of the water, an increase in the cloudiness or signs of a film on the surface should be noted. Also note any unusual smells coming from the water.
- (b) Any signs of distressed or dead fish, or changes in normal pattern of behaviour should be noted, i.e. fish gasping near surface of water, thrashing about, slow swimming on sides.
- (c) Foam patches on the water may be a sign of pollution from a farm or factory drainage. 'Heavy Foaming' can be serious as it may be a sign of major pollution.

4.4 Storms

- 4.4.1 An emergency situation posed by storms/gale force winds accompanied by heavy snowfall is assessed as being the most probable emergency to involve this Parish Council.
- 4.4.2 On receipt of a national storm warning by the London Met Office, or local storm warning, the Chairman of the Parish Council should take the following early action whilst normal communications are available. Inform the Parish Emergency Committee of situation, it may be necessary to put self-help plan into action. Contact the radio operator and arrange for situation reports to be transmitted when radio communication is established.
- 4.4.3 In the event that the village is cut off and normal communications breakdown:-
 - (a) Draft a situation report for transmission to West Devon Borough Council Emergency Officer (01822 813600 or 0800 169 4217).
 - (b) The report should cover the general state of affairs in the area together with the following details:
 - (1) Detail of deaths or injuries.
 - (2) State of access roads, details of blockages, fallen trees etc.
 - (3) Detail on any immediate medical requirements.
 - (4) Recommend site for helicopter operation.
 - (5) If it is necessary to evacuate persons to a place of safety within the village (Village Hall/School) detail any specific requirements (see 4.7.1.)
 - (6) Report general assessment of food situation.
- 4.4.4. Initially reports should be forwarded as the situation changes but as the emergency is stabilised, reports should be restricted to regular hourly intervals.
- 4.4.5. Attention is drawn to Appendix E, Administration and Finance.

4.5. Loss of Electricity Supplies

- 4.5.1. In conditions where sustained loss of electricity is widespread, Western Power Distribution should be contacted by the Parish Council on **0800 365 900** to ensure they are aware of the situation and to ascertain anticipated time of re-connection. A message may have to be passed via radio operators if telephones are now working (see Appendix C).
- 4.5.2. If re-connection is likely to be delayed the supplies should be asked to institute emergency measures until normal service is resumed.
- 4.5.3. It may be necessary to provide emergency shelter (Section 4.7) and/or provision of hot food and drink. The frail and elderly and sick will require special attention. On no account should

fallen power lines be approached or touched. IT SHOULD NOT BE ASSUMED THEY ARE SAFE.

4.6. Transportation Accidents, Explosion, Major Fire

- 4.6.1. It is envisaged that any of these major events would be an isolated incident and that the emergency services would respond rapidly.
- 4.6.2. In the case of actual or potential damage to property or danger from airborne pollutants, evacuation may be necessary. (See Section 4.7.).
- 4.6.3. Consider after emergency care: The opening of local halls as a centre for providing a meeting place, advice, or moral support to individuals who are affected by events. Arrange for the provision of hot drinks. Contact Social Service, local vicars, Citizen's Advice etc.

4.7. Evacuation

- 4.7.1. If evacuation is necessary in any of the emergencies detailed in the Emergency Plan, the Village Self-help Plans (Section 3 & Appendix B) should be referred to for details of emergency accommodation.
 - (a) A list of evacuees should be maintained, noting any individuals in need of medical attention.
 - (b) Evacuees should be asked to bring any personal medication and bedding with them.
 - (c) Food and drink may need to be provided.
 - (d) Attention is drawn to Appendix E: Administration and Finance.

4.8. Nuclear Emergency

- 4.8.1. **DEVPUBSAFE** – Devonport Public Safety Scheme is issued by the Naval Base Commander Devonport, and is authorised under powers conferred on the Borough Council by the Local Government Act 1972, section 138.
- 4.8.2. The Borough Council will be represented on the **Local Liaison Committee** by The Chief Executive and Secretary, Borough Community Services Officer, Elected Councillor and District Emergency Planning Officer (West Devon).

The Committee has been formed with the following terms of reference:

To inform local people of the hazards involved, to convey to the lay public the significance of any incident and to create administrative machinery for the protection of the population in the unlikely event of a serious accident.

- 4.8.3. The **Extendibility Zone** extends 10km from the affected vessel. The parishes of Bere Ferrers and Buckland Monachorum might become involved to some degree if milk and other food supplies become contaminated in the 10km Extendibility Zone.
- 4.8.4. Responsibility for action to prevent the consumption of contaminated milk and other foodstuffs and to provide for alternative supplies rests with DEFRA in conjunction with the milk suppliers where appropriate. DEFRA will arrange the issue of warning letters to all producers in the affected area, banning the use or consumption of milk and other foodstuffs. Milk is deemed to include butter, cheese and yoghurt. Disposal of suspected contaminated milk and other foodstuffs (if required) will be arranged by the Milk Contractor and the County Waste Regulation Authority.
- 4.8.5. Counter Measures – Borough Council Policy: The Health Protection Agency provides guidance within the UK on emergency countermeasures to protect the public following nuclear reactor accidents. Following that advice it is the policy of the Borough Council on the initial receipt of a reactor accident report to assist in advising the public to take shelter indoors, close all doors and windows and then to await further announcements on the radio or television.

4.8.6. The Parish Council will assist WDBC in disseminating information.

4.8.7. Sequence of Action:

- (a) Police informed by Royal Navy that an emergency exists.
- (b) Police inform County Emergency Officer who will inform District Emergency Planning Officer (West Devon)
- (c) District Emergency Planning Officer informs Local Authority through cascade system – Chief Executive, Environmental Health Manager, Borough Community Services Officer.
- (d) Establish Local Accident Headquarters within the Environmental Health Section.
- (e) Maintain close liaison with the Police, DEFRA etc. through their appropriate Local Accident Headquarters Liaison Officers.
- (f) Refer any queries from press, radio or TV to Naval Base Commander Devonport, Staff Public Relations Officer, HM Naval Base.
- (g) Maintain accurate records of all events and times.
- (h) Arrange ample clerical support including relief staff.

4.8.8. It is the responsibility of the DCLG Regional Director, located at the Naval Accident Headquarters, to decide whether controls on foodstuffs might be required (in consultation with DCLG Food Science Division). The Regional Director will advise DCLG HQ of the desirability of the Minister being asked to make an Emergency Order under FEPA.