

**YEALMPTON
PARISH EMERGENCY PLAN
2009**

IN EMERGENCY;

READ PAGE 1

FOLLOW THE INSTRUCTIONS

YEALMPTON PARISH EMERGENCY PLAN - PRECIS

1. Aim Of The Plan. The aim of this plan is to allow the community to support itself in an emergency, when the normal Emergency Services and Local Authority (ES&LA) response is delayed or overwhelmed.
2. Activation Of The Plan. It is impossible to lay down the exact situation that will lead to the plan being activated. However possible indicators that activation is necessary are;
 - a. That an incident has occurred in the village that requires an ES&LA response.
 - b. That the Police have been contacted, and have indicated that there will be some hours delay in assistance reaching the village: Or that contact with the ES&LA is impossible.
3. Action Of First Councillor Involved. Once any Councillor is aware that it may be necessary to activate the plan he/she should contact the Chairman, or in his/her absence the Vice Chairman. **Guidelines for the first Councillor involved are at Annex A.**
4. The Chairman's Response. The Chairman (or Vice Chairman) will review the situation with the reporting Councillor, and, if it is needed, will activate the plan. **Guidelines for the Chairman's response are at Annex B.**
5. Action Once Activation Is Agreed. The immediate actions to be carried out once it is agreed that the plan should be activated are;
 - a. Commence the Parish Emergency log, using copies of the forms at Annex C to record the situation and decisions taken. (There is a stock of additional log sheets in the emergency pack in the Parish Office, see Annex J)
 - b. Arrange an immediate emergency meeting of the Parish Council, to agree the policy to be followed for the Parish's response and which human and other resources need to be used.
 - (1) Contact details for Councillors, the Clerk and the Emergency Planning Advisor are at Annex D.
 - (2) An Agenda for the emergency meeting is at Annex E.
 - c. If it is possible advise South Hams District Council (contact number, and other useful telephone numbers, at Annex N) that the plan is activated,

and ask for authority to spend money in the response to the emergency.

6. Deactivation Of The Plan. Once the normal ES&LA response reaches the Village the Chairman should brief them on the situation. He/she will discuss how the community response will handover to the normal ES&LA responders, and hold a final emergency meeting to arrange closing down of the village operation.
7. Model For Plan. This plan is based on the model provided by Devon County Council.

Councillor Justin Robbins
Chair, Yealmpton Parish Emergency Management Team
1/12/ 2008

Annexes:

- A. Guidelines For The First Councillor Involved.
- B. Guidelines For The Chairman, Or Vice Chairman's Response.
- C. Log Page.
- D. Contact Details For Parish Councillors, The Clerk And Emergency Planning Advisor.
- E. Agenda For First Emergency Meeting.
- F. Possible Activities During Response.

Appendix 1 – Co-ordination Of Response Team, Operating Instructions

Appendix 2 - Evacuation/Transport Team, Operating Instructions

Appendix 3 _Shelter Team, Operating Instructions.

- G. List Of Buildings Available, With Key Holder Details.

Appendix 1 Details And Layout - Parish Rooms

Appendix 2 Details And Layout - Community Centre

Appendix 3 Details And Layout - St Bartholomew's

Appendix 4 Details And Layout - Methodist Chapel

Appendix 5 Details And Layout - WI Hall

- H. List Of Volunteers For Activities Listed At Annex F, With Contact Details.
- Appendix 1 Radios Available
- I. List Of Volunteers With Special Skills And Equipment With Contact Details.
- J. List Of Emergency Response Equipment And Stationary.
- K. List Of Parishioners Willing To Provide Short Term Accommodation, With Contact Details.
- L. List Of Residents Who Wish To Be Contacted/Cared For In The Event Of An Emergency.
- M. Risk Assessment For Yealmpton.
- N. Useful Telephone Numbers

MAP YEALMPTON

GUIDELINES FOR THE FIRST COUNCILLOR INVOLVED

1. The First Report. The first Councillor to become aware that an emergency has occurred in the Parish, but that there are problems in contacting the Emergency Services, or that it may take some time for outside help to arrive, should obtain the following information from whoever reports the incident.
 - a. Where is the emergency?
 - b. When did it happen?
 - c. What has happened?
 - d. How many people are involved in, or affected by, the emergency?
 - e. Has anything already been done for those involved/ affected by neighbours and friends?
 - f. If contact has been made with the Emergency Services, which Service was contacted, which phone number was used, and was an incident number given?
2. Contact Chairman, Or Vice Chairman. The next action of the first Councillor to become involved is to telephone the Chairman, or Vice Chairman, of the Parish Council and advise him/her of the facts of the incident, and discuss the need to activate the Plan.
3. Phone System Not Working. If telephone system is not working, and it is safe to do so, go and visit the Chair, or Vice Chair, of the Parish Council, report the information you have, and discuss if there is a need to activate the Parish Emergency Plan.
4. Absence Of The Chairman, Or Vice Chairman. If the first Councillor to be involved knows that the Chair and Vice Chair are not in the Parish, or when trying to contact them, either by phone or by visit, finds both are absent, then they should phone, or visit, one or two other Councillors and decide if the Plan needs to be activated in the same way the Chairman would. See Annex B.

GUIDELINES FOR THE CHAIRMAN, OR VICE CHAIRMAN'S, RESPONSE

1. Telephone Systems Working. As soon as the Chairman, or Vice Chairman, receives information on the incident they should;
 - a. Contact the Emergency Service that has already been alerted, using the same number (if this is known) and get an estimate of when assistance is likely to reach the village. If it is impossible to contact the service that has already been alerted contact the Police.
 - b. Arrange for all other Councillors to be contacted and advised that it may be necessary to activate the Parish Plan. They should be told to await a further message.

2. Action On Emergency Services Reply. If the reply is immediately or soon, advise the person who first brought the emergency to your notice, or those affected. If the reply is that there will be a delay before assistance can arrive;
 - a. Get the best time estimate possible.
 - b. Arrange for a message to be sent to all Councillors, calling them to an emergency meeting, and advising them when and where to meet.
 - c. Visit the scene of the incident, accompanied by another Councillor if this is possible, and get as much information as possible on the incident. Then attend the emergency meeting.

NB. In principle the need to get a clear view of what has happened, and activate the plan quickly, is paramount. But if a simple, immediate action, can aid those affected, without endangering those giving aid, it may override fact finding.

3. Phone Systems Not Working. If telephone systems are not working;
 - a. Arrange for a message to be taken to all Councillors, calling them to an emergency meeting, and advising them when and where to meet. .
 - b. Visit the scene of the incident, accompanied by another Councillor if this is possible, and get as much information as possible on the incident. Then attend the emergency meeting.

NB. In principle the need to get a clear view of what has happened, and activate the plan quickly, is paramount. But if a simple, immediate action, can aid those affected, without endangering those giving aid, it may override fact finding.

ANNEX C

LOG SHEET

A log sheet (in landscape) is included here.

Serial	Time	Date	Situation	Decision

ANNEX D

CONTACT DETAILS FOR PARISH COUNCILLORS, THE CLERK AND EMERGENCY PLANNING ADVISOR.

The names, addresses and ‘phone numbers of all Councillors, the Parish Clerk and the Emergency Planning Advisor are listed here.

ANNEX E

AGENDA FOR FIRST EMERGENCY MEETING

1. Confirm Chair, if Chairman absent, and confirm situation is safe for the commencement of response.
2. Review the situation and agree the form the response will take;
 - a. Which activities will be carried out. List of possible activities is at Annex F. The operating instructions for each activity are attached as appendices to Annex F.
 - b. Confirm what communication system will be used? Telephones, Mobiles, Radios, Runners. A list of Communications Officers/Radio Operators is in Annex H, para 3.c. They should be alerted and called to the meeting location, immediately, whilst the decision on which other volunteers are needed is being taken.
 - c. Confirm which Councillor/Volunteer will control each activity.
 - d. Confirm which buildings will be used as Control Centre and Shelter. A list of available buildings is at Annex G. The key holder details and layout of each building are attached as appendices to Annex G.

NB. If the Community Centre is being used as a Shelter the Control Centre should be set up in the Parish and Community Centre Offices above it. If either the Methodist Chapel or WI Hall are being used as a Shelter the Control Centre should be set up in the Parish Rooms.

- e. Confirm which volunteers will be used for each activity. A list of volunteers, with contact details, is at Annex H. Confirm how activated. Confirm shift system to be adopted.
 - f. Confirm which emergency equipment and stationary each Team should have. A list of emergency equipment such as tabards, radios, stationary, etc is at Annex J.
 - g. Confirm which volunteers with special skills and/or equipment will be needed. A list, with contact details, is at Annex I. Confirm how activated.
 - h. If medical aid is needed and the normal 999 system is not available, contact the local Medical Centre during working hours. Out of working hours check the emergency box in the Parish Office. It is hoped to include a sealed envelope with contact details of medical staff who live in Yealmpton.
3. Confirm when next meeting will be held, who is to attend, and location.
4. Items for consideration at a subsequent meeting are;
- a. Will short term accommodation outside the shelter be needed?. A list of Parishioners willing to provide short term accommodation, with contact details, is at Annex K.
 - b. Who will visit those who have asked to be contacted, or cared for?. A list of those asking to be contacted is at Annex L.
 - c. How, and when will information be given to the community?
 - d. How will situation reports be sent to the Police and /or South Hams District Council? NB: Police 08452 777444; S Hams 01803 861234(day) 01803 867034 (out of hours)

ANNEX F

POSSIBLE ACTIVITIES DURING RESPONSE

1. Co-ordination Of Response Team. The Councillor placed in control of the response will co- ordinate the activities of all involved, and will communicate with the Police and South Hams District Council. He/she will report direct to the Chairman. He/she will have a small control team consisting of;
 - a. Two log keepers, who will also be responsible for maintaining a watch on local radio stations, for information on the situation. They will also record financial decisions in the log.
 - b. Three communications officers/radio operators, using either telephone, radio, or runners*.One communications officer will be based with the Control Of Response Team, one with the Evacuation Team, and one with the Shelter Team.

* A team of 6 runners/shift will be needed if no ‘phones or radios are available.
2. Evacuation/Transport Team The Councillor placed in control of evacuation will co- ordinate movement from area of need to shelter. He/she will have a small group of 4 assistants, and (if needed) MPVs, 4x4s,(see Annex H, paragraph 4.c.) or private cars, with their drivers.
3. Shelter Team. The Councillor placed in control of shelter will co-ordinate all activity in the shelter, including catering. He/ she will have a small team consisting of;
 - a. Two log keepers.
 - b. 6 x Carers/caterers.
 - c. A Communications Officer, once evacuation is completed.
4. Shifts. Plan to work, initially, with 2 shifts; what is outlined in paragraphs 1-3 above, is one shift. The other Designated Councillor for the activity (see Annex H Paragraphs 3.a. 4.a.5a.) will cover the second shift.
5. Area Wardens. Area Warden will visit their neighbours once the immediate storm is over, identify any households affected, and report to the Co-ordination Team. They can also be used to relay back messages about the response to Parishioners. Ideally 1 Warden/ 30 houses.
6. Operating Instructions. Operating Instructions are attached;
 - a. Appendix 1 - Co-ordination Of Response Team.
 - b. Appendix 2 - Evacuation/Transport Team.

- c. Appendix 3 - Shelter Team.

APPENDIX 1 TO
ANNEX F

**THE CO-ORDINATION OF RESPONSE TEAM
OPERATING INSTRUCTIONS**

1. The Co-ordination Of Response Team will be responsible for;
 - a. Co-ordinating the activity of all involved in the Parish response during an emergency.
 - b. Arranging any further meetings of Team Leaders that may be required.
 - b. Arranging any further emergency meetings of the Parish Council that may be required.
 - c. Advising Yealm Medical Centre of any Medical needs that arise during the incident.
 - d. Passing situation reports to South Hams District Council or Devon and Cornwall Constabulary.
 - e. Activating the Area Warden system, to;
 - (1) Obtain information on the effects of the incident on some, or all, of the Parish.
 - (2) Disseminating information on the effects of the incident, and the response, to the Parish.
 - f. Activating any volunteers with special skills, or equipment, who's details are at Annex G of the Parish Emergency Plan.
2. The Team tasks are shown below;
 - a. A Team Leader. A Councillor will be in overall charge, and will use the Log Keepers and Communications Officer, to maintain liaison with the Evacuation and Shelter Teams and with Yealm Medical Centre, to solve problems that arise, and to carry out the other responsibilities of the Team outlined in paragraph 1 above.
 - b. Log Keepers. Two will be needed and will, ideally, be co-located with the Team Leader. They will maintain a log of all telephone/Radio/Runner

carried messages passed to, and from the Team, using copies of the log sheet at Annex C. In addition to log keeping duties they will be responsible for;

- (1) Maintaining a watch on local radio stations for information on the situation, and advising the Team Leader of developments.
- (2) Passing information and situation reports to South Hams District Council and the Police, and the other Teams, as and when directed by the Team Leader.
- (3) Liaising, through the Communications Officer, with the Evacuation and Shelter Teams to maintain
 - (a) An up to date list of all Councillors and Volunteers involved in the response.
 - (b) Details of all Parishioners evacuated to the Shelter.
 - (c) Details of all Parishioners staying in the Shelter. Many may leave it, to be taken in by family, friends and neighbours, once they are aware of the situation.
- (4) Recording all financial decisions in the log.

- c. Communications Section. Three Communications Officers/Radio Operators are needed, using either telephone, radio, or runners. One will be based at the Control Centre: One will be with the Evacuation Team, and one will be with the Shelter Team. They should all, ideally, be co-located with the Team Leader and Log keepers of whichever Team they are allocated to.

If telephones are not working radios will be used. Depending on the availability of Communications Officers/Radio Operators the radios to be used are, in order of priority;

- (1). A net using A&B's 2 x YEASU FT847's and their 4 CBs.
- (2). A net using C's 2 x hand held.

If electricity fails runners may be needed to supplement radios. If the radios fail runners will be needed. Ideally a team of 6 runners/shift will be needed. They can be made up on an ad hoc basis from available

runners, Councillors, other log keepers and the Evacuation Team, once the evacuation is completed.

APPENDIX 2 TO
ANNEX F

**EVACUATION TEAM
OPERATING INSTRUCTIONS**

1. The Evacuation Team will be responsible for;
 - a. Identifying those who have been forced to leave their homes, and are in need of shelter, including those who, initially, are sheltering with neighbours or friends.
 - b. Advising the Control Of Response Team;
 - (1) How many people need to be evacuated to the Shelter.
 - (2) How many will remain in their initial shelter with friends, neighbours or family .
 - d. Moving evacuees to the Shelter.
2. Team Tasks are;
 - a. A Team Leader. A Councillor will be in overall charge, and will allocate tasks to the Evacuation Assistants and Drivers. He/She will maintain liaison with the Control of Response Team, and the Shelter, through the Communications Officer.
 - b. Communications Officer. The Communications Officer/Radio Operator will, ideally, be co-located with the Team Leader.
 - c. Evacuation Assistants. The Evacuation Assistants will carry out door to door checks in, and around, the immediate area of the incident, to identify those who have been forced to leave their homes. If the evacuees are already sheltering with neighbours, friends, or family, the Evacuation Assistants will ascertain if this shelter can continue to be provided until outside help arrives. If it cannot be then the Evacuation Assistants will report to the Team Leader, confirming the names of those who need to be evacuated to the Shelter, and the address they are sheltering in.
 - d. Vehicle Drivers. The Vehicle Drivers, and their vehicles, will be

sited in a parking area close to the Team Leader, and await instructions on who they are to collect, where from, and the location of the Shelter.

APPENDIX 3 TO
ANNEX F

**SHELTER TEAM
OPERATING INSTRUCTIONS**

1. The Shelter Team will be responsible for;
 - a. Preparing the chosen Shelter to accept evacuees.
 - b. Advising the Co-ordination of Response Team when the Shelter is ready.
 - c. Welcoming the evacuees, including;
 - (1) Taking names and addresses of all evacuees, and passing this information to the Co-ordination of Response Team.
 - (2) Identifying any Medical needs; ie prescriptions or injury, and passing this information to the Co-ordination of Response Team.
 - (3) Identifying any clothing needs, ie evacuees may be soaked; and passing this information to the Co-ordination of Response Team
 - (4) Allocating family, or individual, sitting or sleeping areas, and, if needed survival bags.
 - (5) Providing hot drinks and food.
 - d. Taking names and addresses of any evacuees who subsequently leave the Shelter, and passing this information to the Co-ordination of Response Team.
 - e. Closing down the Shelter at the end of the incident.
2. Team Tasks are;
 - a. A Team Leader. A Councillor will be in overall charge, and will allocate tasks to the Log Keepers and Carers/Caterers. He/She will maintain liaison with the Control of Response and the

Evacuation Teams, through the Communications Officer.

- b. Communications Officer. The Communications Officer/Radio Operator will, ideally, be co-located with the Team Leader.

- c. Log Keepers. They will, ideally, be co-located with the Team Leader, and will maintain a log of all telephone/Radio/Runner carried messages passed to, and from the Team, using copies of the log sheet at Annex C. If runners are used they will maintain a “messages in” file, in time/date order: and likewise a “messages out” file. In addition to log keeping duties they will be responsible for passing to the Control of Response Team, through the Communications Officer;
 - (1) An up to date list of all Councillors and Volunteers involved in the Shelter.
 - (2) Details of all Parishioners initially evacuated to the Shelter.
 - (3) Details of all Parishioners who subsequently leave the Shelter, to be taken in by family, friends and neighbours, and the details of the address, or addresses, they have been taken to.

- d. Carers/Caterers. The Team Leader will allocate Carers/Caterers to tasks as priorities demand, including;
 - (1) Preparing the Shelter to accept evacuees.
 - (2) Taking names and addresses of all evacuees, and passing this information to the Team Leader.
 - (3) Identifying any Medical needs; ie prescriptions or injury, and passing this information to the Team Leader.
 - (4) Identifying any clothing needs, ie evacuees may be soaked; and passing this information to the Log KeepersCo-ordination of Team Leader.
 - (5) Allocating family, or individual, sitting or sleeping areas, and, if needed survival bags.
 - (6) Providing hot drinks and food.

- (7) Closing down the Shelter at the end of the incident.

ANNEX G

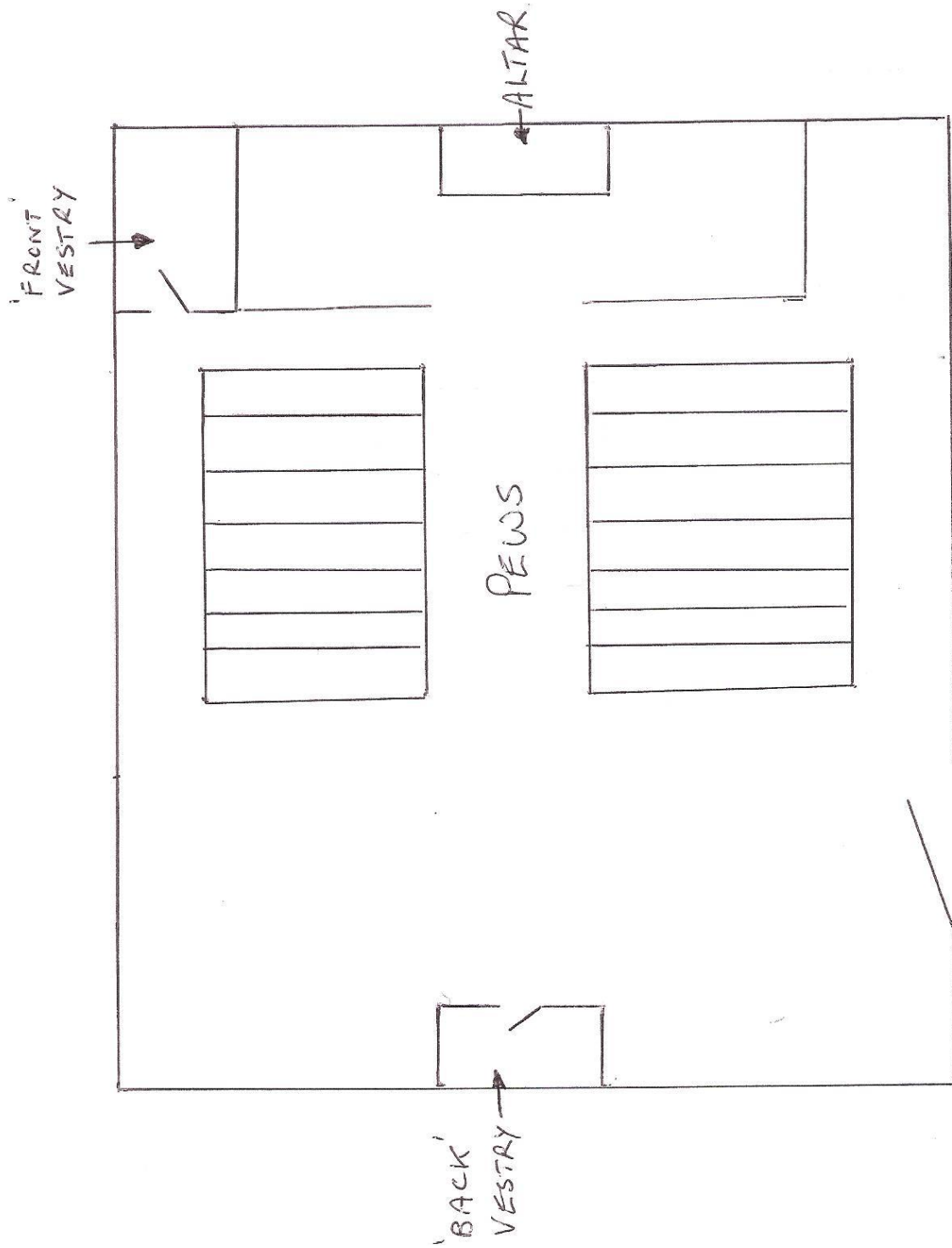
LIST OF BUILDINGS AVAILABLE, WITH KEY HOLDER DETAILS

1. Introduction. The buildings listed below have been identified as suitable for use during the response to a major emergency, and their owners, or managers, have agreed to their use.
2. Parish Rooms. These are suitable for the first Parish Council Emergency Meeting, to start the response, and for use as a Control Centre by the Co-ordination of Response Team, once the response is under way. Details of the building are at **Appendix 1** to this annex.
3. Community Centre. This is suitable for use as a Shelter, and the Control Of Response Team should use the Parish Office upstairs if it is. Details of the building are at **Appendix 2** to this annex.
4. The Methodist Hall/Chapel. This is suitable for use as a Shelter. If used the Parish Rooms would need to be used by the Co-ordination of Response Team throughout the response. Details of the building are at **Appendix 3** to this annex.
5. The W I Hall. This is suitable for use as a Shelter. It is likely to be very cold in inclement weather if electricity fails, and very warm in hot weather If used the Parish Rooms would need to be used by the Co-ordination of Response Team throughout the response. Details of the building are at **Appendix 4** to this annex.
6. St Bartholomews. This could be used as a Shelter during extremely hot weather, and could be considered as a Shelter during inclement weather, though only as a last resort. In either case the Parish Rooms would need to be used by the Co-ordination of Response Team throughout the response. Details of the building are at **Appendix 5** to this annex.
7. Other Offers Of Assistance. The Managers of both the Rose and Crown and the Volunteer have agreed to assist if possible. They should be approached if a very small number of parishioners are affected, to see what aid they can give. This may enable the Parish to cope without the major effort that opening a Shelter would involve. Contact Details are;
 - a. Rose and Crown.
 - b. Volunteer.

AN EXAMPLE APPENDIX TO ANNEX G IS ON THE NEXT TWO PAGES

BUILDING – ST BARTHOLOMEW’S – SEPTEMBER 2008

1. Layout Of Building. Over page.
2. Gaining Entrance.
 - a. Daytime. Open 09.00-18.00.
 - b. Night time and Holidays. Open by key holders;
(Key holders listed)
3. Electricity. Metre and switch are in the “Back” Vestry, in toilet.
4. Heating. This is gas fired, and takes 14 hours (approx) to heat the building. However, needs electricity to be working!!
5. Catering. Tea and coffee facilities only. No cooking facilities so would need food and drink to be brought in. Possible barbeque site on the main path.
6. Sleeping. Plenty of space on pews and floor for 50+. No resources, so would need survival bags or blankets.
7. Toilets. There is one disabled toilet in the “Back” Vestry.
8. Parking. No parking near the Church. Nearest area is on Torr Hill
9. Remarks.
 - a. There is a water tap by the Church gate.
 - b. There is no phone.
10. Layout. Next page.



LIST OF VOLUNTEERS FOR ACTIVITIES LISTED IN ANNEX F, WITH CONTACT DETAILS

1. Introduction. Below is a contact list of the members of the community who have volunteered to assist carry out the activities listed in Annex D, or who have special skills or equipment. If no phones are available use the contact list at paragraph 6 below to go door to door.
2. Co-ordination Of Response Team
 - a. Designated Councillors. Two Councillors have been nominated to lead the response team.
 - b. Log Keepers. 10 Parishioners have volunteered to be Log Keepers.
 - c. Communications Section.
 - (1) Radios. Six CB and VHF radio owners contact details are listed here, with a reference to Appendix 1 of the Annex, for callout..
 - (2) Runners. Details of three runners.
3. Evacuation Team.
 - a. Designated Councillors. Two Councillors have been nominated to lead the evacuation team.
 - b. Evacuation Assistants. Details of nine assistants are listed.
 - c. Vehicle Drivers. Details of four 4x4 owners and two MPV owners are listed.
4. Shelter Team.
 - a. Designated Councillors. Two Councillors have been nominated to lead the shelter team.
 - b. Carers/Caterers. Details of sixteen parishioners are listed.
5. Area Wardens. Details of volunteers to be Area Wardens, for different parts of the village, are listed.

6. “No Phone” Alerting Cascade. To assist in alerting, when no phones are available, the names and addresses of all the volunteers listed above are “grouped” in accordance with the area of the village they live in. They are also listed by Team, ie;

Area 1.

Control Of Response Team

Joe Bloggs, Done Roamin

Evacuation Team

Fred Bloggs, Dyke View

Shelter Team

Mrs Smith, Larks Rise

Area Wardens Team

Jim Brown, Dark Lane House

APPENDIX 1 TO
ANNEX H

PRIORITY OF RADIO OPERATOR CALLOUT, AND RADIOS AVAILABLE

The names of Parishioners who own CB or other radios and the equipment they own are listed in order of priority of call out.

ANNEX I

LIST OF VOLUNTEERS WITH SPECIAL SKILLS AND EQUIPMENT, WITH CONTACT DETAILS.

1. Volunteers With Special Skills. Details of First Aider’s, Engineers, etc are listed.
2. Volunteers With Special Equipment. Details of owners of 4x4’s etc are listed.

ANNEX J

LIST OF EMERGENCY EQUIPMENT AND STATIONARY

There is a list of the equipment and stationary located in the Parish Office.

ANNEX K

LIST OF PARISHIONERS WILLING TO PROVIDE SHORT TERM ACCOMMODATION.

Residents Offering Accommodation. Details of parishioners willing to provide short term accommodation to those made homeless, during an emergency when the village has to cope on it’s own, are listed.

ANNEX L

**LIST OF RESIDENTS WHO WISH TO BE CONTACTED/CARED
FOR IN THE EVENT OF AN EMERGENCY**

The details of all parishioners who have indicated that they wish to be contacted, or cared for, during an emergency when the village has to cope on it's own, are listed.

ANNEX M

YEALMPTON RISK ASSESSMENT

A copy of the risk assessment for Yealmpton, carried out by the Parish Emergency Management Team, is included here.

ANNEX N

LIST OF USEFUL TELEPHONE NUMBERS

MAP YEALMPTON