

# **BRAUNTON PARISH COUNCIL COMMUNITY MAJOR INCIDENT EMERGENCY PLAN**

**(DRAFT ONLY)**

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# **BRAUNTON PARISH COUNCIL MAJOR INCIDENT EMERGENCY PLAN**

References:

- A. Section 137 of the Local Government Act 1972
- B. Civil Contingencies Act 2004

## **1. Introduction**

Although there is no statutory requirement for Braunton Parish Council to produce an emergency plan, Devon County Council (DCC) encourages parishes to consider how they would respond to an emergency situation and to document the results in a Community Emergency Plan. DCC sees Parish Council responsibilities in responding to an emergency as follows:

- Undertake local risk assessment
- Prepare parish/community plan
- Document resources and key contacts in time of emergency
- Validate and maintain the plan
- Enact plan when activation criteria met

It is further considered to be good practice for Parish Councils to appoint an emergency planning team to produce and manage the emergency plan. Braunton Parish Council has appointed a Parish Council Emergency Group (PCEG) which has developed this Plan. The plan has been designed to enable the community to respond to a major incident/emergency while they are awaiting the assistance of the Emergency Services and/or County/District Councils, or in support of them.

## **2. Definition of an Emergency/Major Incident**

Any event or circumstance (happening with or without warning) 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.

Emergencies have no boundaries and could affect the whole District or part/whole of Devon. Due to the unknown nature of emergencies the emergency services, County, District Councils and other agencies may be overwhelmed resulting in a delayed response to specific areas.

## **3. Purpose of the Plan**

This plan has been designed to enable the Parish to identify the immediate actions it should consider during, and in the immediate aftermath, of an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

## **4. Aim of the Plan**

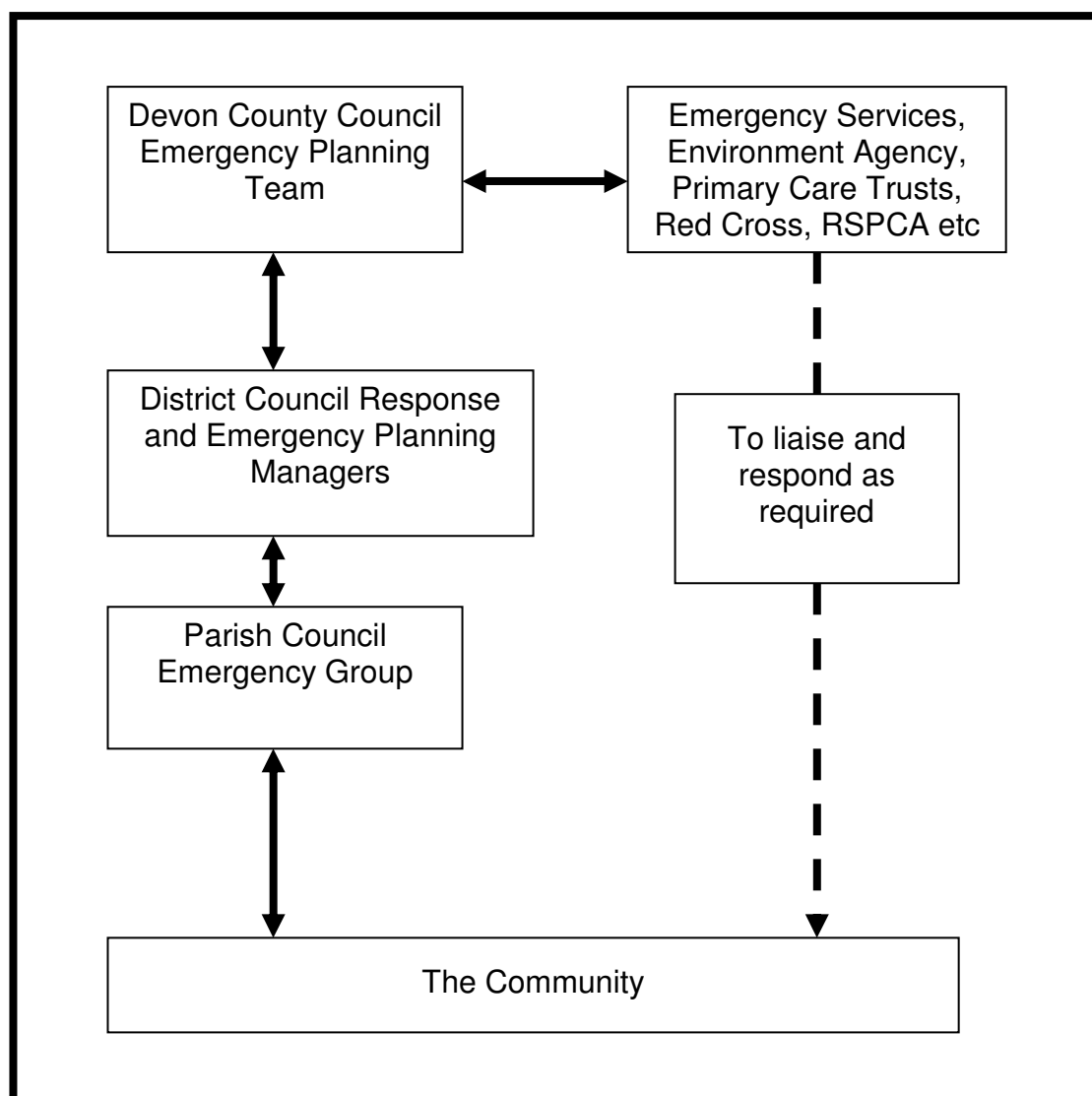
The aim of the plan is to increase the short-term resilience of the community to an emergency, by the identification of community procedures.

## 5. Objectives of the Plan

- Identify the risks to the community and relevant response actions
- Identify vulnerable people in the community
- Identify resources in the community available to assist during an emergency
- Provide key contact details for the Parish Council Emergency Group, Key Community Resources, the Emergency Services and Local Authorities

## 6. Devonshire Countywide Emergency Planning Structure

The Devon County Council, District Council and emergency services have an emergency response structure. The diagram below illustrates how the Parish Council plans would fit into this structure.



## 7. Types of Emergencies

Types of potential emergencies that may impact our community are:

- Flooding
- Heavy snow
- Severe Weather
- Electricity, Water or Gas failure
- Road Accident
- Fire/Building Collapse
- Gas Leak/Explosion
- Terrorism
- Aircraft Accident
- Hazardous vapour release
- Disease

## 8. Descriptions of the emergencies.

- **Flooding.** Flooding can result from three events:
  - a. Prolonged rainfall causing the River Caen to overtop its banks. This is because the River Caen responds rapidly to rainfall as is evident from the flood hydrograph which shows the short time to peak of less than 12 hours, which implies a tendency for flash floods to occur.
  - b. Tidal flooding caused by a combination of a high spring tide linked to a low pressure weather system established over the South West and strong on-shore winds (and possibly heavy rain). The result would be higher water levels backing up the River Caen from Velator towards the village centre causing overtopping.
  - c. Heavy rain which exceeds the ability of the drains to absorb it causing infiltration excess (Hortonian) overland flow. This occurs when the precipitation rate exceeds the rate at which water can infiltrate the ground or drains, and any depression storage has already been filled.

The first two events may be anticipated by monitoring the weather forecasts, the duration and intensity of the rainfall particularly upstream, the level of the river and tidal predictions . The third event may not be anticipated and flooding can occur very rapidly.

### Overtopping

Areas/Buildings likely to be affected. The area identified by the Environment Agency as being likely to flood are shown on the attached map. Caen Street from Caen Bridge to The Cross is vulnerable to flooding from fluvial discharge running down from the A 316 into Caen Street Caen Primary School is particularly at risk.

Advance warning signs of overtopping may include:

- a. Water level rising upstream of the village
- b. Increasing debris in the river
- c. Water levels backing up at Score Bridge

More urgent warning signs may include;

- d. Water starting to flow over the bowling green

### Overland Flow

This could affect any area of the village, particularly when drains block with debris.

Monitoring and Warning. Although overtopping cannot be prevented, its damaging effects may be mitigated by the provision of early warning to the areas likely to be flooded.

This plan aims to provide warning and ultimately assistance to those likely to be affected.

- **Heavy snow.** A heavy fall of snow is probably the only event that is likely to completely isolate Braunton as it will prevent traffic movement into, out of, around and through the village. It may be forecast or not. It will have a number of effects:
  - a. Disruption of traffic movement and the cause of vehicle accidents.
  - b. Disruption of foot movement and the cause of physical injury.

It is only likely to last for a short time until snow ploughs can clear the A 361 and B 3132.

Care provider agencies operating in Braunton have their own contingency plans to get their staff to those for whom they care.

This plan aims to put in place the resources needed to enable basic movement in the village.

- **Severe Weather** This is most likely to manifest itself as strong and destructive winds, causing damage to buildings, loss of electricity and fallen trees blocking roads.

This plan aims to assist individuals directly affected by the event in the immediate aftermath.

- **Electricity, Water or Gas Failure.** The loss of electricity, water or gas to homes could result in the requirement to provide shelter and facilities to those affected, particularly during inclement weather. Water bowsers may be required in the event that the mains supply is disrupted

This plan aims to assist individuals directly affected by the event.

- **Road Accident** Two events could require the activation of the plan:
  - a. An accident involving a laden fuel tanker resulting in a major spillage and therefore an evacuation of premises.
  - b. An accident involving a coach or bus resulting in the need to provide immediate shelter for casualties and survivors.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

- **Fire/Building Collapse** A major fire in a public or private building could produce a requirement to provide shelter to those evacuated.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

- **Gas Leak/Explosion** As above

- **Terrorism/Violence** An incident, possibly related to terrorism outside the jurisdiction of RMB Chivenor, violence or armed criminality, could require an area of Braunton to be evacuated and the evacuees requiring shelter.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

- **Aircraft Accident** An aircraft crash may or may not require a PCEG response. This would be determined by the location and severity of the crash. In the event of an aircraft impacting on buildings there will be casualties and others will need to be evacuated.

This plan aims to put in place arrangements for evacuation and the provision of shelter.

- **Hazardous Vapour Release** An accident involving a fuel or gas tanker in the village could place residents and or visitors in the downwind hazard area of hazardous fumes. This could require the evacuation of a large area of the village for some considerable period of time.

This plan aims to put in place arrangements for evacuation and the provision of shelter

- **Disease** The community must be prepared to react to the outbreak of a pandemic disease, however this reaction would be under the guidance of the local health authority. In the event of an outbreak the PCEG will meet and decide how to implement this guidance.

## **9. Actions in the Event of an Emergency**

Details of actions to be taken in the event of one or more of the above events occurring are contained in Annexes A Tables 1-9.

## **10. The Parish Council Emergency Group (PCEG)**

In the absence of the emergency services, the PCEG will lead the community response and act as central point for information and communication for the community, emergency services, County and District Councils.

## **11. Activation of the Plan**

This plan will be activated when an emergency has occurred, in which it is obvious that the normal response by the emergency services will be overwhelmed e.g. widespread flooding, where the emergency services are unable to gain access to the scene, or require additional support.

The plan will also act as a device to provide a monitoring and warning tool for events that may be anticipated, namely flooding, severe weather or heavy snow.

It is anticipated that the PCEG will be alerted to, or warned of a pending emergency by the police.

The PCEG member will then alert other members to the situation. This will be carried out using a cascade system based on Annex B. The PCEG Leader and Co-Leader will to make a detailed assessment of the emergency to try and establish its extent and the type of support required and be prepared to report to the PCEG.

The PCEG will meet and discuss the emergency using the Agenda at Annex C. The meeting should be held in the Parish Hall if possible; if not, then the Police Station.

If the Plan is not to be fully invoked (possibly on the advice of the emergency services) but some level of support is required, the PCEG will decide how to provide the required support.

## **12. Notifying the Devon County Council Emergency Planning Team**

As soon as the decision has been made that the Parish needs to provide a community response, they must notify the Devon County Council Emergency Planning Team that the plan is being activated.

The Emergency Planning Team have a 24hr, 365 day single point of contact for all agencies, including the District Councils, utilities and voluntary agencies (Annex D for contacts)

## **13. Parish Shelters**

In the event of an emergency where people are required to leave their homes the Devon County Council will set up a reception centre. The reception centre is designed to provide temporary shelter for the duration of the emergency (usually no more than 3 days). The reception centre will have facilities for sleeping, hot food/drinks, information, showers, toys and pet care.

Due to the demands of an emergency it may not be possible for Devon County Council or agencies such as the Red Cross to provide assistance and the parish must establish a central shelter. The aim of the shelter is to provide a facility for members of the public to use as a refuge; in order to avoid any problems of liability the public must not be directed to go to the shelter, rather they should to be given the option so to do.

The Parish Shelters are:

- a. Priority One: Christ Church
- b. Priority Two: Braunton School

For a list of Parish Shelters key holder contacts refer to Annex D.

**14.** 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:

- A list of useful telephone numbers eg 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 to:

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

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

**15. Manning Parish Shelter.** There will be a requirement for volunteers to man and run the Parish Shelter. The minimum requirement is shown below:

Post	Responsibilities
Parish Shelter Coordinator	<ul style="list-style-type: none"> <li>• Located at Parish Shelter</li> <li>• Manage Shelter</li> <li>• Provide feedback to ICP</li> </ul>
Receptionist	<ul style="list-style-type: none"> <li>• Man reception desk</li> <li>• Maintain Register of those entering</li> </ul>
Receptionist	<ul style="list-style-type: none"> <li>• As above</li> </ul>
Nurse	<ul style="list-style-type: none"> <li>• Provide medical care as required</li> </ul>
Cook	<ul style="list-style-type: none"> <li>• Provide snacks/meals as required</li> </ul>
Social Services	<ul style="list-style-type: none"> <li>• Assist evacuees as required</li> </ul>
Padre	<ul style="list-style-type: none"> <li>• Assist evacuees as required</li> </ul>
Storeperson	<ul style="list-style-type: none"> <li>• Issue blankets etc</li> </ul>

**16.** The Shelter Team will be responsible for:

- a. Preparing the chosen Shelter to accept evacuees.
- b. Advising the PCEG when the Shelter is ready.
- c. Welcoming the evacuees, including;
  - (1) Register names and addresses of all evacuees, and passing this information to the PCEG. (Note: Evacuees will be worried and stressed and must be treated with consideration.)
  - (2) Identifying any Medical needs; ie prescriptions or injury, and passing this information to the PCEG.
  - (3) Identifying any clothing needs, ie evacuees may be soaked; and passing this information to the PCEG
  - (4) Establish whether evacuees have made or can make alternative accommodation arrangements, and record these details, including contact details in case it is necessary to contact them.
  - (5) Allocating family, or individual, sitting or sleeping areas, and, if needed blankets
  - (6) Providing hot drinks and food.
- d. Taking names and addresses of any evacuees who subsequently leave the Shelter, and passing this information to the PCEG
- e. Closing down the Shelter at the end of the incident

**17. Casualty Collection Centre.** In the event of an incident involving mass casualties there will be a requirement to hold casualties centrally until they can be moved to a hospital. A

Casualty Collection Centre (CCC) will be established either in one of the Parish Shelters if they have not been activated, or in the Parish Hall.

**18. Temporary Body Holding Facility.** In the event that there is a need to temporarily hold bodies, they will be taken to RMB Chivenor under arrangements made with the Base.

## **19. Logistics**

Activation of the plan will require significant logistics support, the amount depending upon the nature of the emergency. Annex E details the requirement for equipping the Parish Shelter. This also covers the basic needs for the following emergencies which will mainly require the activation of the Shelter:

- a. Road Accident
- b. Fire/Building Collapse
- c. Gas Leak/Explosion
- d. Terrorism
- e. Aircraft Accident
- f. Hazardous vapour
- g. Disease

Requirements for the following are detailed separately in Annex E:

- a. Flooding
- b. Heavy snow
- c. Severe Weather
- d. Electricity or Gas failure

The suppliers/storers of the items will require prior identification and their agreement to assist. Responsibility for contact/liaison with suppliers/storers lies with members of the Parish Council and PCEG.

**20. Transport.** It may be necessary to organise a car service to the doctor's surgery, to the chemist (for essential medication), to the hospital (possibly urgent for injuries) and to local supermarkets for provisions that cannot be obtained locally. If roads are impassable, 4x4 vehicles, tractors etc may be pressed into use. 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.

**21. Transport Actions.** If it is necessary to enlist the help of volunteer transport:

- Identify a volunteer with an appropriate vehicle.
- Ensure that the volunteer is clear about the insurance situation.
- Enter details into the Incident Log
- Ensure the volunteer has clear instructions regarding the journey (e.g. where to go, what to buy).
- Request that the volunteer reports back to the ICP whether the mission was completed or not (and why).
- Record all costs and mileage incurred by the volunteer in the Incident Log.

**22. Catering/Supplies.** It will be necessary to provide simple refreshments (tea, coffee, squash, biscuits etc.) even for the shortest emergency for the following:

- PCEG
- Emergency Services personnel
- Electricity and gas engineers
- Parish councillors attending
- Volunteers
- Evacuees
- Unaccompanied minors

As the duration of the emergency lengthens, it may be necessary to provide more substantial food.

**23. Catering Actions.** The PCEG will

- Organise donations of supplies for initial provision.
- Organise volunteers for kitchen duty.
- If further supplies are required, find a volunteer to go and acquire supplies.
- If more substantial food is required, check the kind of food and supplies are required.
- Decide best approach to cooking or the provision of ready made food.
- Ensure the Incident Log is updated with decisions.

**24. Skills within the Community/Volunteers**

The success of this plan rests largely on the good will of volunteers. There will be need to call upon various skills from within the community to assist with the output from this plan. Listed at Annex D are a number of key skills that will be required along with names and contact details.

Volunteers will be welcome and encouraged as the PCEG cannot do everything.

Volunteers should report to the ICP where they can be allocated appropriate tasks.

The PCEG is to register all volunteers, recording name, address, telephone number and allocated task. Volunteers should be allocated tasks appropriate to their skills and knowledge. They should be requested to return and report to the ICP when the allocated task has been completed. If willing, further tasks can be allocated and recorded in the register against their name.

**25. Command, Control, Co-ordination and Communications**

When it becomes necessary to activate this plan, command, control and co-ordination, along with good communications (4Cs) will be essential.

An Incident Control Point (ICP) will be established in the Police Station, with an alternative in the Parish Hall should the Police Station be inoperative. The emergency will be run from the ICP by the PCEG and those Emergency Services (ES) able to assist.

**26. PCEG Chain of Command.** The chain of command of the PCEG is as follows:

Post	Name	Responsibilities
Co-Leader	Chair & Vice Chair of Parish Council	<ul style="list-style-type: none"> <li>• Provide Parish authority and decisions for actions</li> <li>• Focal Point for all reports</li> </ul>
Co-Leader	P E Farrelly MBE	<ul style="list-style-type: none"> <li>• Run the ICP</li> <li>• Direct operations</li> <li>• Coordinate acquisition and provision of resources</li> </ul>

ES Liaison Officer (LO)	J Rendle	<ul style="list-style-type: none"> <li>• Liaison with the Emergency Services</li> </ul>
Community LO	Parish Clerk	<ul style="list-style-type: none"> <li>• Coordination of volunteers</li> <li>• Liaison with the community through bulletins</li> </ul>
On-Site LO	N Lucas	<ul style="list-style-type: none"> <li>• Located at scene of emergency</li> <li>• Assess on-site resource requirements</li> <li>• Provide feedback to ICP</li> </ul>

**27. Communications.** During an emergency there will be a requirement for reliable communications. It must be recognised that landline and mobile telephones may not be operable. The PCEG will use CB radios which will be held in the PCEG Pack.

**28. Community notification/updates.** The PCEG will notify the community via the following methods:

Type	Where Available
Written	Updates will be placed on the following notice boards; <ul style="list-style-type: none"> <li>- Post Office</li> <li>- Church</li> <li>- Parish Hall</li> <li>- All schools</li> </ul> Delivered door to door by runners
Verbal	Community Briefings/Meetings

**29. PCEG Pack.** The PCEG will require a number of items for use at the ICP. These are detailed at Annex F.

**30. Helicopter Landing Sites (HLS).** A Flt 22 Sqn RAF have identified a number of areas that they will use as emergency HLSs for evacuation purposes. These are:

- a. East of A 361/river - Recreation Ground (SS 489 362)
- b. East of A 361/river – Braunton School Playing Fields (SS 491 361)
- c. West of A 361/river – Cricket Ground (SS 483 363)
- d. West of A 361/river – Kingsacre School (SS 481 367)

**31. Situation Reports.** In order to maintain up to date information and to be able to inform DCC and NDCC, the PCEG will produce Situation reports (SITREPS) at 6 hourly intervals. The format is at Annex G.

**32. Post Incident Procedures.** Once the immediate emergency/incident is closed the PCEG will initiate post incident procedures. These are:

- a. Stand Down
- b. Recovery.

**33. Stand Down.** The Stand Down procedures, in chronological order, will be:

- a. Confirm with the ES that the emergency is closed.
- b. If the Parish Shelter is activated, authorise the return to home of evacuees.

- c. When the Parish Shelter is empty, assemble all equipment and arrange for its return to owners/stores.
- d. Stand down Shelter staff.
- e. Arrange for the return of any other equipment/resources.
- f. Carry out debrief on incident.

**34. Recovery.** The Recovery Phase is defined as; “the process of rebuilding, restoring and rehabilitating the community following an emergency”. Depending upon the scale of the emergency/incident this could range from just a debrief on the response, to a prolonged period of reconstruction and ongoing support to the victims and others in the community. The PCEG will base their recovery actions on guidance issued by the Government on the National Resilience website and the publication “Recovery – An Emergency Management Guide”.

**35. Exercising the Plan.** The Plan will be practiced annually. In consultation with the Parish Council the PCEG will devise and implement a suitable table top scenario to exercise all elements of the Plan. A practical exercise will be arranged every 5 years.

**36. Plan Review.** This Plan and the contents of the PCEG Pack are to be reviewed annually in June.

**37. Distribution of the Plan.** The master copy of the Plan is held by the Author.

Formal copies of the plan are held by the following:

- Each member of the PCEG (paper & electronic)
- Each Parish Councillor (electronic only)
- Parish Clerk (paper & electronic)
- NDDC Emergency Planning Officer (electronic only)
- Braunton Police Station (electronic only)
- Braunton Fire Station (electronic only)
- Devon & Cornwall Constabulary Silver Command (electronic only)
- Devon & Somerset Fire and Rescue Service (electronic only)

Informal electronic copies may be provided to the neighbouring parishes.

A copy of the Plan, less individual contact details, is available on the parish website.

TABLE 1

## ACTION IN THE EVENT OF FLOODING

EVENT	ACTION	RESPONSIBLE	REMARKS
Heavy and/or Prolonged rain is forecasted  Exceptionally high tide is expected	<ul style="list-style-type: none"> <li>• PCEG monitors Met Office forecasts and EA Web Site for flood warnings</li> <li>• River Caen monitoring</li> </ul>	As arranged within the PCEG  Volunteer river monitors	
River starts to rise	<ul style="list-style-type: none"> <li>• Owners in vulnerable areas warned</li> <li>• Sandbags issued</li> <li>• Parish Shelter (PS) manpower warned</li> </ul>	PCEG/PC Cascade system Storers PCEG/PC Cascade System	See Appendix A for Resident & Business Contact Numbers
River overtops	<ul style="list-style-type: none"> <li>• Sandbags deployed</li> <li>• Police traffic diversions in place</li> <li>• ICP activated</li> <li>• Caen School considers evacuation of pupils</li> </ul>	Property owners Police  PCEG Caen School	
Properties flood and occupants evacuate	<ul style="list-style-type: none"> <li>• Parish Shelter activated</li> <li>• Caen School evacuated</li> </ul>	PCEG/PS manpower	
Water levels start to fall	<ul style="list-style-type: none"> <li>• Prepare to call for volunteers to assist in clear-up</li> <li>• Organise skips from NDDC</li> </ul>	PCEG	

**RESIDENT & BUSINESS CONTACT NUMBERS**

Business/Address	Name	Contact Number Held by Parish council	Contacted Y/N
Caen Antiques Caen Street	Christine & John Owen		
Caen Cards Caen Street	Darrin Pimlott		
Mark Adams Opticians Caen Street	Mark Adams Lindsay Lowe Hilary Adams		
CJ's Sandwich Bar Caen Street	Mr Jason Little Mrs Alison Little		
2 Deans Bridge	Mr & Mrs E James		
3 Deans Bridge	Mr & Mrs Garland		
Topside Butchers	Mr Roy Scott		
Lloyds Pharmacy	Mr T Cook		
Caen Medical Centre	Mrs Sue Bennett		
Philip Smith & Dunn			
J Wensley	Mr John Wensley		
Museum/TIC Bakehouse Centre	Jackie Edwards Margaret Simpson		
Cawthorns Caen Street			
Tiki Caen Street			
Caen Primary School Caen Street			
The Corner Bistro 8 The Square	Emma Lavender		
South Street Veterinary Clinic South Street			
Slees Home Hardware The Square	Peter Slee		
AMPM Office Equipment	Mark Alexander		
Warrens Bakers Caen Street			
Braunton News 23 Caen Street			
Kents Salon			
Just Gents			
Tangles 4-4a Caen Street			
Studio 1A The Square			
Reeds The Butchers 8 South Street			

**TABLE 2****ACTION IN THE EVENT OF HEAVY SNOW**

EVENT	ACTION	RESPONSIBLE	REMARKS
Met Office forecasts heavy snow	<ul style="list-style-type: none"> <li>• PCEG/PC Cascade System activated</li> <li>• PCEG meet to consider situation</li> <li>• Consider advising villagers to obtain salt</li> </ul>	PCEG/PC	
Snow falls and impedes movement in village	<ul style="list-style-type: none"> <li>• PCEG establish telephone contact with each other and attempt to get to ICP</li> <li>• Chair contacts NDDC</li> <li>• Confirm with Care Providers that they have ability to meet their commitments</li> <li>• Consider contacting Neighborhood Watch Co-ordinators/Key Individuals to check on vulnerable people in their areas</li> <li>• Consider using 4x4 with tannoy to advise vulnerable residents to remain inside and keep warm (reassurance)</li> </ul>	PCEG	
Some Care Providers cannot meet their commitments	<ul style="list-style-type: none"> <li>• Contact owners of 4x4 to request assistance to get carers to their charges</li> </ul>	PCEG	
Disruption is prolonged and some residents without power	<ul style="list-style-type: none"> <li>• Consider activating Parish Shelter</li> </ul>	PCEG	

**TABLE 3****ACTION IN THE EVENT OF SEVERE WEATHER**

EVENT	ACTION	RESPONSIBLE	REMARKS
Unexpected winds fell trees causing damage and disruption	<ul style="list-style-type: none"> <li>• Activate ICP</li> <li>• PCEG/PC Emergency meeting</li> <li>• Identify blocked roads</li> <li>• Identify areas and extent of damage</li> <li>• Identify if any occupants require shelter</li> </ul>	PCEG	
NDDC unable to assist in clearing roads	<ul style="list-style-type: none"> <li>• PCEG approach volunteers with chain saws and other necessary equipment</li> <li>• Identify roads that need immediate clearance</li> </ul>	PCEG	
Some occupants require shelter	<ul style="list-style-type: none"> <li>• Activate Parish Shelter</li> </ul>	PCEG/PC/PS manpower	
Weather abates	<ul style="list-style-type: none"> <li>• Prepare to request assistance from volunteers to clear up</li> </ul>	PCEG	

**TABLE 4****ACTION IN THE EVENT OF ELECTRICITY OR GAS FAILURE**

EVENT	ACTION	RESPONSIBLE	REMARKS
Electricity or Gas supply fails in areas of village and no immediate relief available	<ul style="list-style-type: none"> <li>• Activate Cascade System to include and standby PS manpower</li> <li>• PCEG/PC Emergency meeting</li> <li>• Identify affected areas</li> <li>• Identify if temporary shelter required</li> </ul>	PCEG/PC	
Temporary Shelter required	<ul style="list-style-type: none"> <li>• Activate PS</li> </ul>	PS Manpower	

**TABLE 5****ACTION IN THE EVENT OF ROAD ACCIDENT**

EVENT	ACTION	RESPONSIBLE	REMARKS
Major road accident occurs in village. Many injured.	<ul style="list-style-type: none"> <li>• PCEG Cascade System activated</li> <li>• ICP activated</li> <li>• Casualty Collecting Centre activated</li> <li>• Contact First Aiders, Padres, St Johns Ambulance and Social Services to provide succor to injured/traumatised</li> </ul>	PCEG	
Emergency Services (ES) request assistance	<ul style="list-style-type: none"> <li>• Assist in manning ES Vehicle RV/marshalling areas</li> </ul>		
Aftermath	<ul style="list-style-type: none"> <li>• Prepare to request assistance in clear-up</li> </ul>		

**TABLE 6****ACTION IN THE EVENT OF FIRE/BUILDING COLLAPSE**

EVENT	ACTION	RESPONSIBLE	REMARKS
Major fire occurs requiring evacuation of areas of village	<ul style="list-style-type: none"> <li>• ICP activated</li> <li>• Parish Shelter activated</li> </ul>	PCEG PS manpower	

**TABLE 7****ACTION IN THE EVENT OF GAS LEAK/EXPLOSION**

EVENT	ACTION	RESPONSIBLE	REMARKS
Gas leak is identified which requires evacuation of area of village	<ul style="list-style-type: none"> <li>• ICP activated</li> <li>• Parish Shelter activated</li> </ul>	PCEG PS manpower	
Gas explosion occurs which causes major damage and requires evacuation of area of village	<ul style="list-style-type: none"> <li>• ICP activated</li> <li>• Parish Shelter activated</li> </ul>	PCEG PS manpower	
Gas explosion occurs which causes mass casualties and requires area to be evacuated	<ul style="list-style-type: none"> <li>• ICP activated</li> <li>• Casualty Collection Centre activated</li> <li>• Parish Shelter activated</li> </ul>	PCEG	

**TABLE 8****ACTION IN THE EVENT OF TERRORISM/VIOLENCE**

EVENT	ACTION	RESPONSIBLE	REMARKS
Event occurs which requires area of village to be evacuated	<ul style="list-style-type: none"> <li>• ICP activated</li> <li>• Parish Shelter activated</li> </ul>		

**TABLE 9****ACTION IN THE EVENT OF AIRCRAFT ACCIDENT**

EVENT	ACTION	RESPONSIBLE	REMARKS
Aircraft crashes onto houses in village. Many casualties requiring first aid and building damage requiring evacuation	<ul style="list-style-type: none"> <li>• PCEG Cascade System activated</li> <li>• ICP activated</li> <li>• Parish Shelter activated</li> <li>• Casualty Collection Centre activated</li> <li>• PCEG meet to assess resource requirements</li> </ul>	PCEG	

**TABLE 10****RELEASE OF HAZARDOUS VAPOUR**

EVENT	ACTION	RESPONSIBLE	REMARKS
Fuel tanker crashes releasing hazardous liquids and vapour	<ul style="list-style-type: none"><li>• PCEG Cascade System activated</li></ul>	PCEG	
ES decide to evacuate downwind hazard area	<ul style="list-style-type: none"><li>• PCEG convene</li><li>• Assess most suitable shelter</li><li>• Activate shelter</li></ul>	PCEG PS manpower	

## PCEG CASCADE AND CONTACT LIST

## Parish Council Emergency Group

Name	24 hr Contact Number	To Contact
P Farrelly (PF)	Held by Parish Council	JR+ NL + NW
J Rendle (JR)	Held by Parish Council	PF + NL + NW
N Lucas (NL)	Held by Parish Council	PF + JR + NW
Mrs Ward (NW)	Held by Parish Council	PF + JR + NL

## Parish Council Cascade System

Councillor's Name	To Contact
Mrs Chesters	1 Daniel 2 Ash 3 Welch 4 Alexander
Mr Ash	1 Chugg 2 Shapland 3 Palmer 4 Houlton
Mr Lucas	1 Wellstead 2 Smith 3 Ash 4 Chesters
Mrs Smith	1 Alexander 2 Welch 3 Ash 4 Daniel
Mrs Wellstead	1 Chugg 2 Shapland 3 Palmer 4 Houlton
Mrs Chugg	1 Smith 2 Lucas 3 Ash 4 Chesters
Mrs Shapland	1 Alexander 2 Welch 3 Ash 4 Daniel
Mrs Palmer	1 Houlton 2 Shapland 3 Chugg 4 Wellstead
Mr Houlton	1 Smith 2 Lucas 3 Ash 4 Chesters
Mr Daniel	1 Welch 2 Ash 3 Houlton 4 Palmer
Mr Welch	1 Lucas 2 Ash 3 Chesters 4 Alexander
Mr Alexander	1 Welch 2 Ash 3 Daniel 4 Houlton

**PCEG EMERGENCY MEETING AGENDA**

	<b>Action</b>	<b>Tick when Complete</b>
1	Has the emergency been reported to the emergency services? Contact and inform the Devon County Council and District Council	
2	Location of the emergency – near a school, vulnerable area, main access route etc	
3	Type of emergency – is there a threat to life/health? e.g. is there a smoke cloud heading towards houses? Flood water rising? No electricity/gas during the winter (hypothermia) etc	
4	Decide whether the full plan should be invoked. If not, contact the senior officer of the emergency services on site ('bronze' commander) to establish what level of support is required, if any, and their view of the action to be taken by the PCEG	
5	What information have you been told by the radio, District Council, County Council or emergency services etc, e.g. expected time of arrival/assistance, safety advice etc (refer to Annex K for local radio stations)	
6	Are there any vulnerable people involved? E.g. elderly, or mothers with young babies with no heating, people cut-off by flood waters etc	
7	What actions are required? Set up a Parish Shelter, soup kitchen, delivery of hot meals, blankets to vulnerable people, visiting and checking on vulnerable people, distributing sandbags, passage of information etc?	
8	What resources are required? E.g. a generator for the reception centre, 4x4 vehicles to deliver hot meals, information signs etc (Refer to Annex M for contact details)	
9	Decide how to inform the community of the emergency and actions being undertaken	
10	Inform the community of any advice given to you from the County/District Councils or the emergency services.	
11	Consider requirement for water bowsers; consider optimum locations dependent upon flooded area	
12	If considerable collateral damage, consider requirement for damaged vehicles and debris to be corralled in order to clear routes; decide location	

<b>Contact Details</b>
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**Parish Councillors**

Name	Contact No Held by Parish Council
Mrs Chesters	
Mrs Chugg	
Mrs Palmer	
Mrs Shapland	
Mrs Smith	
Mrs Wallstead	
Mr Alexander	
Mr Ash	
Mr Daniel	
Mr Hoult	
Mr Lucas	
Mr Welch	
Mr Lord	
Caretaker – Mr Jackson	

**Parish Shelters**

Premises	Key Holder	Contact No
Christ Church	John Masterson	Held by Parish Council
Braunton School		Held by Parish Council

**Skills/Resources Available**

Experience /Qualification	Name	Contact No
Doctor	Caen Medical Centre	08444 778618
Doctor	Caen Medical Centre	08444 778618
Nurse	Caen Medical Centre	08444 778618
Nurse	Caen Medical Centre	08444 778618
St John Ambulance	Robin Mitchell	Held by Parish Council
Red Cross		Held by Parish Council
Social Services		Held by Parish Council
Padre	Rev Buttle St Anne's Chapel Pentecostal Church – Mike Nance St Brannoeks – Rev Thorne Christ Church – John Masterson	Held by Parish Council
Chemist		Held by Parish Council
Vet	Jo Dyer – Argyll Vets Robert Lee - South Street vets	Held by Parish Council
Plumber	John Hoult	Held by Parish Council
Plumber		Held by Parish Council
Electrician	Seb Ash	Held by Parish Council
Electrician		Held by Parish Council
Carpenter	Jon Ward	Held by Parish Council
Carpenter		Held by Parish Council
Farmer	Caroline Chugg	Held by Parish Council
Farmer		Held by Parish Council
Vehicle Recovery	Ben Byrom – West Cross Garage	Held by Parish Council
Mortician	Phillip Baddick – Baddick & Dymond	Held by Parish Council
Tree Surgeons		Held by Parish Council

## Neighbouring Parishes Contacts

Parish	Contact Name	Contact No
Heanton	Mrs C Thatcher	Held by Parish Council
Croyde & Georgeham	Mrs S Squire	Held by Parish Council
Mortehoe	Mrs S Hocking	Held by Parish Council
Ashford	Mrs S Squire	Held by Parish Council
West Down	Mr D Lewis	Held by Parish Council

## Local Care Providers

Provider	Contact Name	Contact No

## Other Useful Contacts

Service	Contact No
Devon County Council	0845 1551020
North Devon District Council	01271 327711 Office Hours 01271 388240 Silent Hours
NDDC Emergency Planner	01271 388312
Police	08452 872299
Fire & Rescue	01392 872299
Environmental Agency	0870 8506506 Office Hours 0800 807060 Hotline 08459881188 Floodline
Met Office	08709000100
South West Water	0800 1691144
Western Power Distribution	0845 6012989 Office Hours 0800 365900 Silent Hours
Telecommunications	800800150
British Gas	0800 111999
Local Doctors Surgery	0844 477 8618
Parish Council Offices	01271 812131
Post Office	01271 812006
Museum	01271 816688
RMB Chivenor Guardroom	01271 853662
A Flt 22 Sqn Search & Rescue	01271 857220
North Devon District Hospital	01271 322577
Lantern FM	01271 342342
BBC Radio Devon	On-air 0845 301 1034 Plymouth 01752 260323 Exeter 01392 25651

## Useful Publications

Subject	Source	Contact
Preparing for an emergency	HM Government	<a href="http://www.pfe.gov.uk">www.pfe.gov.uk</a>
Flooding	Environment Agency	0845 988 1188 <a href="http://www.environment-agency.gov.uk/flood">www.environment-agency.gov.uk/flood</a>

For further information on any of the organisations involved in a countywide emergency response refer to the Devon County Council Emergency Planning website on <http://www.devon.gov.uk/emergencies.htm> or call the Emergency Planning Team on 01392 382680

## LOGISTICS REQUIREMENTS

## Generic for Parish Shelter

Equipment	Qty	Supplier/Storer	Contact (01271)	Remarks
Blankets	200	RMB Chivenor	OC Base 857034	
Bottled Water	50Ltrs	Stored Parish Hall	812131	
First Aid Kit	1	Stored Parish Hall	812131	
Camp Beds/Mattresses	100	RMB Chivenor	OC Base 857034	
Food	As reqd			
Portaloos	2			
Battery Clock	1			
Tables for Registry	2	Parish council	812131	
Loo Rolls	20	Stored Parish Hall	812131	

## Flood

Equipment	Quantity	Supplier/Storer	Contact	Remarks
Sandbags		1. Mr Hoult 2. Mr Byrom 3. 24hr Garage 4. Parish Council Offices	812131	
Sand				
Mechanical Pumps				
Generator		Parish Council	812131	
Tractor /Trailer		Caroline Chugg		
Land Rover		Caroline Chugg		
Inflatable Boats		John Hoult		
Water Bowsers		<b>John Breeds</b>		

## Heavy Snow

Equipment	Quantity	Supplier/Storer	Contact	Remarks
Salt				
Grit				
Shovels		Parish Council	812131	
Vehicles 4x4		Caroline Chugg/John Hoult		
Water Bowsers		<b>John Breeds</b>		

## Severe Weather

Equipment	Quantity	Supplier/Storer	Contact	Remarks
Chain Saws	1	Parish Council	812131	
Vehicles 4x4		Caroline Chugg/John Hoult		
Generator	1	Parish Council	812131	

## Electricity, Water or Gas failure

Equipment	Quantity	Supplier/Storer	Contact	Remarks
Generator	1	Parish Council	812131	
Mobile Lighting		North Devon Public Address	814680	
Gas Cooker		Parish Council	812131	
Electric Cooker				
Water Bowsers		<b>John Breeds</b>		

## PCEG PACK CONTENTS

<b>Furniture</b>	<b>Qty</b>	<b>Communications</b>	<b>Qty</b>	<b>Stationary</b>	<b>Qty</b>	<b>Sundry Items</b>	<b>Qty</b>
Tables <b>Parish Council</b>	5	CB Radio	5	Register <b>Stored Parish Hall</b>	1	Torch	5
Chairs <b>Parish Council*</b>	5	Battery radio	1	Log Sheets <b>Stored Parish Hall</b>	5	Kettle Non-electric	1
Map Board <b>Parish Council*</b>	2	Spare Batteries for radio		Paper (ream) <b>Stored Parish Hall</b>	2	First Aid Kit <b>Stored Parish Hall</b>	1
Information Board <b>Parish Council*</b>	1			Pencils <b>Stored Parish Hall</b>	Box	High Visibility Jackets <b>Stored Parish Hall</b>	10
White Board <b>Parish Council</b>	3			Biros <b>Stored Parish Hall</b>	Box	Hard Hats <b>Stored Parish Hall</b>	6
Battery Clock	1			Board Markers <b>Stored Parish Hall</b>	Box	Sign "Parish Shelter" <b>Stored Parish Hall</b>	1
Camp Beds	5			Map 1:25000 <b>Stored Parish Hall</b>	1	Cordon Tape (Reels) <b>Stored Parish Hall</b>	5
				Street Map <b>Stored Parish Hall</b>	1	Camping gaz for kettle	

**SITUATION REPORT**

FROM:

DATE AND TIME:

REPORT NO:

PERIOD COVERED:

1. NUMBER OF DOMESTIC PROPERTIES DAMAGED:
2. NUMBER OF COMMERCIAL PROPERTIES DAMAGED:
3. NUMBER OF DOMESTIC PROPERTIES UNINHABITABLE:
4. NUMBER OF COMMERCIAL PROPERTIES /UNINHABITABLE:
5. NUMBER OF PERSONS IN PARISH SHELTER:
6. NUMBER OF CASUALTIES – DEATHS:
7. NUMBER OF CASUALTIES – HOSPITALISED:
8. NUMBER OF CASUALTIES – WALKING WOUNDED:
9. LOCATION OF ROADS BLOCKED:
10. AREAS INACCESSIBLE:
11. AREAS WITHOUT ELECTRICITY:
12. AREAS WITHOUT GAS:
13. AREAS WITHOUT WATER:
14. AREAS WITHOUT TELEPHONES:
15. ONGOING TASKS (and specific resource requirements):
16. ANY ADDITIONAL RESOURCES REQUIRED:
17. OTHER INFORMATION:

**PARISH LOG SHEET  
(Braunton Parish Council)**

Name .....

Signed.....

Date .....

Page.....of.....

<b>TIME RECEIVED</b>	<b>SOURCE</b>	<b>EVENT OR ACTION</b>	<b>FURTHER ACTION REQUIRED</b>	<b>✓ WHEN DONE</b>

**RECORD EVERY SIGNIFICANT EVENT**