Kingskerswell Parish Council

Community Emergency Plan

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Introduction

1. A community emergency or major incident is 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.

2. County Councils, district councils and emergency services have an emergency response structure. Although there is no statutory requirement for a local community to produce an emergency plan, they are encouraged, by county and district councils and emergency services, to develop one.

3. A Community Emergency Plan (CEP) documents how a community would respond to an emergency situation e.g. while awaiting the assistance of statutory authorities, emergency services, or in support of them. This plan has been developed by the Kingskerswell Parish Council (KKPC) and it covers the geographical area of Kingskerswell.

Aim and Objectives of the Plan

4. The plan is produced in order to increase resilience within the local community through developing a robust co-ordinated approach that complements the plans and actions of the emergency services and statutory organisations. It helps:

a. Identify the risks to the community and relevant response actions;

b. Identify vulnerable people and groups in the community;

c. Identify resources in the community available to assist during an emergency; and

d. Provide key contact details for the Community Response Team, Key Community Resources, the Emergency Services and Local Authorities.

Possible Scenarios and Descriptions

5. There are many scenarios or incidents that could occur and require the activation of an emergency response from within the community. This plan does not attempt to predict them all, but based on the location and circumstance of the village, the following scenarios have been considered in advance:

a. Flooding - Flooding can result from heavy rain which exceeds the ability of the drains to absorb it causing infiltration excess 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. This event may be anticipated by monitoring the weather forecasts, the duration and intensity of the rainfall particularly upstream, the level of the river and tidal predications. The third event may not be anticipated and flooding can occur very rapidly. Areas likely to be affected are the low lying land that spans the rail lines to the North of the Village;

b. Heavy Snow - A heavy fall of snow 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, including the disruption of traffic movement and the cause of vehicle accidents and the disruption of foot movement and the cause of physical injury. It is only likely to last for a short time until snow ploughs or KKPC Snow Wardens can clear the main routes through the Village;

c. High Winds - This is most likely to manifest itself as strong and destructive winds, causing damage to buildings, loss of electricity and fallen trees blocking roads;

d. 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. If reconnection is likely to be delayed the supplier/s should institute emergency measures to assist the community in dealing with the situation until normal service is resumed. Teignbridge District Council should be informed of the situation. Checks should be made in affected areas for any H signs (this will be supplied to households) to see where urgent assistance is required;

e. Road Collision - Two events could require the activation of the plan, firstly a collision involving a vehicle laden with a hazardous substance resulting in a major spillage and therefore an evacuation of premises. And a collision involving a coach or bus resulting in the need to provide immediate shelter for casualties and survivors. This would probably only require a short term activation of the plan, but might include the provision of assistance to the Emergency Services, with the likes of hot drinks and short term accommodation if required;

f. Building Fire, Collapse Gas Leak or Explosion - A major fire in a public or private building could produce a requirement to provide shelter to those evacuated;

g. Terrorism/Violence - An incident, possibly related to terrorism, violence or armed criminality, could require an area of Kingkerswell to be evacuated and the evacuees requiring shelter. The incident may require notification to residents to stay indoors and out of sight; this will be carried out by the emergency services;

h. Aircraft or Rail Accident - The village has a railway line running through its centre, so the possibility of a train crash or derailment, whilst very low, is still plausible. This along with the concept of an aircraft impacting on buildings would predictably raise the issue of casualties and others that would need to be evacuated;

i. Hazardous Vapor Release - An accident involving a vehicle laden with a hazardous substance in the village could place residents and or visitors in the downwind hazard area of dangerous fumes. Emergency services could require the evacuation of a large area of the village for some considerable period of time;

j. 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 or DEFRA. As Kingskerswell is surrounding by farmland one scenario could be an outbreak of foot and mouth. In the event of this type of outbreak the KKPC will meet and decide how to implement this guidance.

6. In many of the above scenarios 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 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.

Activation of the Plan

7. This plan will be activated when an emergency has occurred and the emergency services are unable to gain access to the scene, or require additional support e.g. during widespread flooding. It may also be activated if warnings are received, prior to an anticipated event such as severe weather. Teignbridge District Council will be advised that the plan has been activated through consultation with the Chair of the KKPC, and the Emergency Services. In the event of a response to a major incident, the plan will normally be activated by the Emergency Services Incident commander as a request for additional local support.

Resources

8. There will be a need to draw upon various skills before, during and after any emergency and the success of this emergency plan rests largely on the goodwill of volunteers and those co-opted during the emergency. In order to support the delivery of this plan, should it be required, there are three types of roles to be considered, which are Co-ordination, Operational, and Welfare.

9. **Co-ordination** – KKPC will be responsible for community co-ordination and will consider the following list of actions in order to best prepare for any activation of the emergency plan, before the emergency:

a. Produce and adopt an Emergency Plan;
b. Let people know about the plan;
c. Link with Statutory Authorities;
d. Identify training needed and request training;
e. Identify and arrange community preventative measures;
f. Identify and purchase any appropriate clothing or equipment which may be required.

During the emergency:

g. Main contact points for authorities to issue warnings;
h. Pass on warnings to the community;
i. Call emergency services 999 and put plan into action;
j. Be at the 'centre' to monitor the situation and co-ordinate actions;
k. Link with media;
l. Arrange communications within the community;

m. Co-ordinate with the two other elements (operational and welfare) and monitor that the work is being done;
n. Monitor and log all those residents who choose not to be evacuated;
o. Communicate with Emergency services and statutory authorities;
p. Keep logging sheet of incidents, actions and costs.

After the emergency:

q. Arrange immediate debrief following the emergency;
r. Arrange any necessary support and counselling with statutory and voluntary agencies;
s. Report back to parish/ town council, other statutory authorities as appropriate and to the community;
t. Review the plan in light of the experience;
u. Adjust the Emergency Plan as necessary and publicise and distribute new versions;
v. Thank volunteers and celebrate resilience.

10. **Operational** - Those co-opted on the ground during the emergency should consider the following for their role:

a. Assess, prioritise and communicate events on the ground to the co-ordinators and welfare groups;
b. Monitor and prioritise protection and recovery;
c. Inform the co-ordination unit of where residents chose not to vacate their homes, ensuring they are made aware of the risks they face in doing so;
d. Liaise with and inform Statutory Authorities (including Emergency Services) about any vulnerable members of the community;
e. Ensure they have any appropriate clothing and equipment which may be required.
f. Support Emergency Services if and when directed.

After the emergency:

g. Reflection and debrief within the group using records of the emergency;
h. Draw up lessons learned to feed into the review and adjustment of the Emergency Plan;
i. Care of volunteers – signpost to Welfare Group;
j. Remove signage etc;
k. Maintain amenities.

11. **Welfare** - Those co-opted or volunteering to provide welfare support during the emergency should consider the following during the emergency:

a. Exploit local knowledge of people who may need help and support in the community;
b. Ensure there is a system for receiving food and drink and other resources in the rest centres;
c. Contact and reassure members of the community during an emergency;
d. Direct resources and support to members of the community, as required, via the co-ordination lead;

e. Communicate the needs of vulnerable people to Statutory Authorities, including Emergency Services, as required;
f. Co-ordinate and staff a community place of safety, if it is required;
g. Maintain records of people attending the place of safety;
h. Maintain records of those residents who decide not to be evacuated;
i. Support and comfort distressed members of the community;
j. Arrange and provide basic sustenance;
k. Arrange and support sleeping arrangements if necessary.

After the emergency:

l. Survey residents after the event to gain feedback and check recovery;
m. Make people aware of health and wellbeing services available to them and how to access them.

12. Volunteers and co-opted people will be co-ordinated by KKPC and should report to them to be allocated tasks. Other resources will also be required in an emergency and it is important to be able to quickly locate them, so KKPC will also run and plan regular 'exercises' to ensure a minimum level of preparedness is maintained. This will be coordinated by a nominated KKPC Community Emergency Plan Lead (CEPL), nominated by the Chair.

Local Places of Safety (Parish Shelters)

13. District councils are responsible for setting up a central rest centre during an emergency. However it may be necessary to set up a temporary place of safety within the community as an option e.g. for visitors or for people evacuated from their homes. The list of local buildings that might be used as Parish Shelters is below and provided pictorially at Appendix B to this plan:

a. Kingskerswell Medical Centre - School Rd, Kingskerswell, TQ12 5DJ;
b. Kingskerswell Village Hall - 15 School Rd, Kingskerswell, TQ12 5DJ;
c. Kingskerswell Public Hall - Newton Road, Kingskerswell, TQ12 5EH;
d. Kingskerswell Community Centre - Dobbin Arch, Kingskerswell, TQ12 5FJ;
e. Kingskerswell Parish Centre - Church End Rd, Kingskerswell, TQ12 5LD.

14. In the event of an emergency where large numbers of people (above 30) are required to leave their homes, Devon County Council will set up an Emergency Rest Centre, the closest is at Newton Abbot. The Emergency Rest Centre is designed to provide temporary shelter for the duration of the emergency (usually no more than 3 days). The rest centre will have facilities for sleeping, hot food/drinks, information, showers, toys and pet care.

15. Due to the demands of an emergency it may not be possible for Devon County Council to provide assistance, and the parish must establish Parish Shelters. 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 be given the option so to do.

16. 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 collect together (time permitting):

a. Home and car keys;
b. Prescribed medicine;
c. Pets that can be safely moved;
d. Cash and credit cards;
e. Spare clothes and blankets;
f. Lock all doors and windows;
g. Unplug appliances; and
h. Turn off electricity, gas and water supplies.

17. All Parish Shelters that are activated will be manned by volunteers or co-opted individuals, and they will prepare Shelter to accept evacuees, including identification of any hazards, welcoming the evacuees, including:

a. Register names and addresses of all evacuees, and passing this information to the KKPC (Note: Evacuees will be worried and stressed and must be treated with due consideration. Evacuees themselves can be a good source of help within the centers, co-opting willing volunteers will support the overall effort and can be a useful relieve of stress and boredom for evacuees.);

b. Identifying any Medical needs; i.e. prescriptions or injury, and passing this information to the KKPC;

c. Identifying any clothing needs, i.e. evacuees may be soaked; and passing this information to the KKPC;

d. 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;

e. Allocating family, or individual, sitting or sleeping areas, and, if needed blankets;

f. Providing hot drinks and food and activities for children;

g. Providing information on the status of the emergency situation to the evacuees and where possible providing communication facilities for them to contact their families etc. This is important for reassurance and motivations;

h. Taking names and addresses of any evacuees who subsequently leave the Shelter, and passing this information to the KKPC; and

i. Closing down the Shelter at the end of the incident.

18. 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 the Medical Centre or one of the Parish Shelters if the Medical Centre is unavailable. In the event that there is a need to temporarily hold bodies, they will be taken to the village church.

19. Whilst impossible to predict where and what might happen, the Kingskerswell Medical Centre sits at roughly the geographic centre of the village on high ground away

from the railway line. So this location might lend itself to an Incident Control Point (ICP). It also has good proximity to a number of the key Parish Shelters and as such the area of School Road and Dobbins Arch would offer a sensible nexus point for planning causality evacuation if required.

Communications and Access to the Emergency Plan

20. Communications are vital before, during and after an emergency in order to ensure that warnings and information are received and passed on, responses co-ordinated with emergency services and actions by volunteers within the community co-ordinated 'on the ground'.

21. The processes for communicating within and outside the community before and during an emergency would be via all and any means still available during the emergency. KKPC Media and Communications Committee (MaCC) would maintain a running update on the KKPC website and use phones and social media to keep residents informed.

22. The Emergency Plan will be published on the KKPC Website and contains a list of the public phone numbers at Appendix A. All KKPC members will additionally have access to a sheet of contact numbers for key holders and Councillors. This list of personal numbers will not be made public.

Review

23. In order to keep this plan up to date, contact lists will be revised as personnel changes occur. In addition, the plan will be reviewed annually, by KKPC to ensure that it adequately reflects the changing needs of the community.

Appendix A - KKPC List of key contacts for emergencies

Contact	Telephone	Address
Police	999 & 111	Baker's Hill, Newton Abbot TQ12 1LA
Fire Brigade	999	The Avenue, Newton Abbot, TQ12 2DR
Ambulance	999	Harlington Court, Kingsteignton Rd, Newton Abbot TQ12 2QB
District Council	01626 361101	Forde House, Brunel Rd, Newton Abbot TQ12 4XX
County Council	01626 333234	36 Market St, Newton Abbot TQ12 2RX
Air Ambulance		
KK Medical Centre	01803 874455	School Rd, Kingskerswell TQ12 5DJ
Highways Agency	0300 1234222	
Torbay Hospital	01803 614567	Newton Rd, Torquay TQ2 7AA
South West Water	0344 3462020	
Electricity	0800 6783 105	Western Power Emergency number
Gas	0800 111 999	Wales and West Emergency number
Network Rail	03457 114141	Emergency number
Kerswella Care	01626 357090	Mobiles 07554667037 or 07765775873
Environment Agency	08708 506506	www.environment-agency.gov.uk
EA Flood Line	0845 9881188	
Village Hall	01803 873534	15 School Rd, Kingskerswell, TQ12 5DJ
Public Hall	01803 874216	Newton Road, Kingskerswell, TQ12 5EH
Community Centre	01803 875901	Dobbin Arch, Kingskerswell, TQ12 5FJ
Parish Centre & Vicar	01803 873006	Church End Rd, Kingskerswell, TQ12 5LD
Parish Clerk	01803 872573	The Pavillion, Playing Field, Manor Drive, Kingskerswell, Devon, TQ12 5HB

Appendix B – Kingskerswell Village map showing Parish Shelters and landmarks

