

Devon County Council

Devon Emergency Planning Service (DEPS)

Rest Centres and Community Considerations

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To consider:

- pre-planning to assist individuals and communities in advance of an evacuation
- what 'Community' Rest Centre considerations might look like

Rest Centres vary in size and type (all provide shelter, warmth and refreshments):

- Ad Hoc **Rest Centres** (not pre-planned, sometimes an adopted Police Evacuation Assembly Point)
- District **Rest Centres** (leisure centres, village halls, etc)
- County **Rest Centres** (mainly secondary schools)
- Community **Rest Centres** (opened, managed and run by the community)

What can individuals do in advance of being evacuated to a Rest Centre

..... does your community plan include educating the community likely to be evacuated to lessen the impact?

- Individuals can make sure that precious personal items are stored safely and together in their homes:
 - A fire proof/water tight box to hold a selection of photographs and important documentation e.g. passports, birth certificates and insurance paperwork,
 - Keep above flood level – upstairs room. No guarantee that it will be 100% safe but it will stand a better chance
- When flooding occurs and only if there is time, move precious items upstairs before evacuating
- Have a grab bag prepared

Grab Bag (a selection of items to consider and keep easily accessible):

- Medication
- Money and bank cards
- Selection of phone chargers
- Important documents
- Keys
- Battery torch and radio
- Snacks
- Ablution kit and towel:
 - Tooth brush & paste
 - Soap
 - Shaver.....
- Essential phone numbers
- Items for small children:
 - Baby bottles and formula/food
 - Nappies and clothes
- Items for pets:
 - Bowls
 - Food
- Consider taking sleeping bag and blankets

Preplanning for a Community Rest Centre

- Set up a management group and write a plan!
- Preparation in advance – *contact information and essential resources, consider:*
 - What sort of help/support may be required to whom?
 - Vulnerable persons within the community – who are they?
 - Overnight facilities, ablutions, blankets, sleeping bags – part of pre-planning?
- Access to the Centre – *switching on heating and lighting*
- Tables & chairs – *comfort*
- Refreshments and food – *essential*

Consider (continued)

- Perhaps keep a grab box at your Community Rest Centre with essential items in readiness, such as:
 - Tea and coffee, sugar and dried milk (keep updated)
 - Wind up radio and torches (anything requiring a battery should have these renewed at regular intervals)
 - Toilet paper
 - Board games, cards, paper/pencils/crayons, scissors, etc
 - Anything that the management group considers essential
- Ensure that you know how to make contact with the local authority to inform them that the community plan has been activated and that the Community RC is open

On the day:

- Who will manage the Centre and who will assist?
- If possible and time allows – check everything is in place and ready to receive the community before they arrive
- Complete a dynamic risk assessment to ensure that all is as it should be with no health and safety issues
- Provide a welcome to individuals on their arrival and direct them to refreshments
- Know who you have in the centre and exactly how many people are there:
 - take names and addresses of everyone as they arrive
 - keep a register for those managing the centre
 - keep a timed log

The Manager of the Centre

- Know in advance:
 1. Who in to go to in your Community Management Team to receive updates from the Police about the emergency
 2. Who from the Local Authority to contact for verbal or physical help and assistance, if required
- If you do not have trained first aiders, consider contacting British Red Cross who will provide the necessary training
- Inform the Local Authority if there is anyone at the centre that has specific needs or vulnerabilities that require professional support or assistance

- Provide regular briefings to everyone in the centre about what:
 - has occurred and likely timescales
 - is available while they are there
 - they can and cannot do while on site (e.g. smoking policy)
- Set up an information point and try to provide access to a telephone for anyone without one to contact loved ones
- Give yourself and your team a massive pat on the back for all your hard work and your support to the community

Remember:

- If it is a wide-area emergency, Blue Light Services and the Local Authority may be overwhelmed and will not be aware that you have activated your plan unless you tell them
- They may not be able to provide immediate help or assistance, roads may be blocked and they will need to prioritise – however, they still need to be aware
- It is essential that you have contact numbers for the Police and the Local Authority to ask questions so that you are supported and they are kept updated
- They will be very busy so keep contact to a minimum and know in advance exactly what you need to ask or request

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Local Authority Support

If the Community Rest Centre is having problems:

- The Local Authority will provide advice over the telephone if that is all that is required
- If you need assistance, they will aim to send someone to assess what is required
- On arrival they will do a dynamic risk assessment with your manager
- They will aim to source any resources or manpower that is considered necessary to support the community in situ or will make arrangements to move the community to a local authority Rest Centre, dependent on circumstances

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Questions

