

Brentor Parish Council

# BRENTOR COMMUNITY EMERGENCY PLAN

March 2021

## DEVON COMMUNITY RESILIENCE FORUM



## Amendments

<b>Date</b>	<b>Page number</b>	<b>Reason for amendment</b>	<b>Changed by</b>

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# 1. Introduction

Brentor Parish Council has developed this plan to provide community resilience in the pre-event phase or early stages of an emergency.

The Brentor Community Response Team has been formed to assist both the activation of this plan and the emergency responders wherever possible, prior to, during and after an emergency.

The aim of this plan is to increase community resilience through developing a robust coordinated approach that complements the work of emergency responders.

The objectives of this plan are to:

- Identify risks to the community
- Identify strategies to reduce and respond to an emergency, including warning the community
- Identify vulnerable people within the community
- Identify community resources available during an emergency
- Provide contact details for the Community Response Team, community resources, the emergency services, and local authorities
- Provide information and assistance to the emergency services when they arrive and throughout the event.

# 2. Community Response Team

A Community Response Team (CRT) should be set up to manage the community's response to an emergency and keep the plan up to date.

Role	Name	Tel	Mobile	Address
Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Deputy	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Team member	[REDACTED]	[REDACTED]		[REDACTED]
Team member	[REDACTED]	[REDACTED]		[REDACTED]

## 2.1 Responsibilities

**The role of the Community Response Team Coordinator is to:**

- Write and organise the Community Emergency Plan
- Regularly review and update the plan
- Report annually to the community telling them if the plan has been activated and if any members have changed
- Be a focal point for the community
- Maintain communication and be the main contact for local authorities and the emergency services
- Tell the appropriate authorities and individuals
- Communicate important messages to the community
- Involve all CRT members in the planning and response process, and give them tasks
- Activate resources when needed

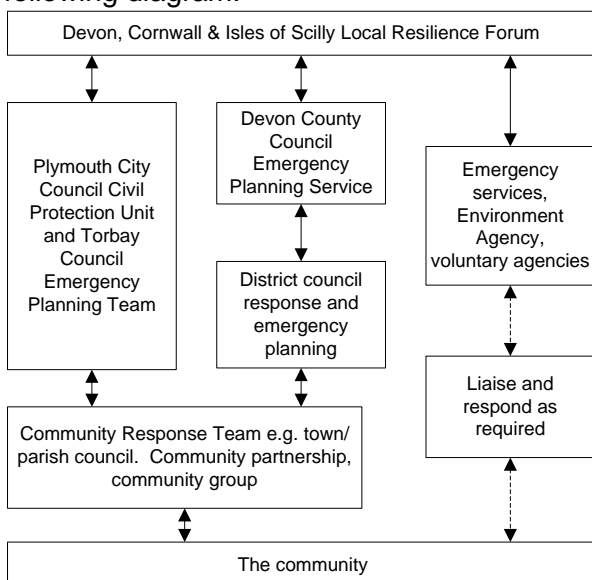
**All members of the Community Response Team should:**

- Live in the community
- Have good local knowledge
- Have the support and speak on behalf of the community
- Provide vulnerable people with additional support
- Maintain communications within the community and with local authorities
- Check confidentiality is maintained where needed
- Maintain his/her own action log
- Create a 'grab bag' containing the plan and any clothing/equipment which may be needed
- Have enough knowledge of the plan to act as coordinator
- Support the coordinator in their tasks

## 3. Related emergency planning

### 3.1 Arrangements between emergency services and local authorities

Local authorities and emergency services have an emergency response structure, as shown by the following diagram:



## 3.2 The Home Emergency Plan

The Home Emergency Plan can be copied and distributed to the community to help them prepare for an emergency. For a copy, see **Annex A**.

## 4. Knowing the unknowns

### 4.1 Identifying and preparing for risks

Risk assessments for Brentor are listed in **Annex B**.

Maps of the community, including key buildings etc. are listed in **Annex C**.

Volunteers will be contacted appropriate to the emergency, their skill set and the location(s) of emergency. A full briefing will be given to all volunteers before being deployed (depending on incident). We have been unable to visit possible areas of risk due to Covid restrictions but will address this as soon as we are able to.

Vulnerable buildings/people are listed in **Annex R1**.

## 5. Activating the emergency plan

### 5.1 Triggers

The Community Plan Co-ordinator is the village snow warden and as such receives early alerts, for inclement weather/Snow/Ice/flooding. He will inform volunteers through a telephone cascade system. 4 local people have volunteered to note key visible indicators in their local areas, where there has been flooding in the past – these are [REDACTED]. These volunteers will contact the Community Plan Co-Ordinator for help/access to equipment, should the need arise.

### 5.2 Notification

[REDACTED] is registered for flood warnings and responsible for monitoring the triggers and will decide when to activate the Community Emergency Plan.

[REDACTED] will pass on notification of an emergency to the Community Response Team, using a telephone tree notification system, see **Annex D**.

For a guide activation procedure, see **Annex E**. This procedure lists the call out order and logging of actions.

For specific flood triggers and escalation procedures, see **Annex F**.

## 6. Taking control and managing the incident

### 6.1 Incident coordination

Incident Control Points (ICP) are:

Primary ICP: Brentor Village Hall grid reference> O. S 112 - 482813

Secondary ICP: Christ Church grid reference> O.S 112 - 482814

ICP equipment: Brentor Village Hall grid reference> O.S 112 - 482813

When emergency services arrive on the scene, they may choose a different ICP. The CRT Coordinator should introduce themselves, give them a copy of the Community Emergency Plan, and provide local knowledge and a situation report, see **Annex G**.

## 7. Skills and resources

### 7.1 Resources

For community resources available during an emergency, see **Annex H**.

### 7.2 Contacts lists

For contact details of key organisations and groups which are publicly available e.g. emergency services, health organisations, town/parish councils, local authorities, utility companies, the Environment Agency, schools etc., see **Annex H**

For restricted contact details e.g. volunteers, vulnerable people, see **Annex R2**.

## 8. Key facilities

### 8.1 Community Shelter(s)

If people need to leave their homes, the district council and/or county council or unitary authority, will open a rest centre.

If a local authority cannot provide immediate assistance, a Community Shelter will provide a short-term refuge.

Primary: Brentor Village Hall grid reference> O. S 112--- 482813

Secondary: Christ Church and grid reference>O.S 112 – 482814

For key holder contact details, see **Annex I**.

## **Emergency Shelter and Pandemic Notice**

If you, or a member of your household, have an infectious illness or have been in contact with someone suffering from an infectious illness (or potentially in the incubation period) and considering evacuating to an emergency, YOU MUST - at the earliest opportunity inform the organisers/authorities. They may ask you to stay in your home or present location or make other arrangements for you to go to a place of safety.

If you are evacuated to a place of safety during a pandemic or local medical emergency, take a supply of personal protective equipment with you, wear protective mask and gloves; follow the personal protection instructions given by the refuge operators.

For public health purposes, movement and socialisation within the refuge will be restricted; you will be asked to stay in your household group and to keep children close to you – take something to keep them occupied.

## **8.2 Establishing and operating a Community Shelter(s)**

For instructions, see **Annex J**.

## **8.3 Helicopter Landing Sites**

Helicopter Landing Sites (HLS) will only be used by emergency services in the rescue phase of an emergency.

Daytime landing – will be identified by the emergency helicopter crew – (incident/area dependent) during daylight. The Village Playing Field has been deemed a suitable landing site by Devon & Somerset Air Ambulance Trust.

For a night-time landing site, the playing field at Mary Tavy is known and identified by Devon & Somerset Air Ambulance Trust.

## **9 Keeping in touch**

### **9.1 Communications**

- If landline communications are not available, mobile networks and the internet will be used. Should all mobile networks also fail, then communication will be limited to the use of two-way radios from the Brentor Emergency Equipment list via the Co-Ordinator or via face-to-face.

### **9.2 Warning and informing**

If mobiles/television/mains operated radios don't work and the community is isolated, the community can keep up to date by listening to local radio stations on a battery operated/wind-up radio.

Written notices will be located on the Brentor Village Hall noticeboard.

For warning and informing methods, see **Annex K**.



## 10 Key information

To record key information, see:

Annex A	Your home self-help plan
Annex B	Community risk assessment
Annex C	Maps of the community
Annex D	Telephone tree notification system
Annex E	Activation procedure and logging sheet
Annex F	Community flood plan
Annex G	Situation report
Annex H	Community resources
Annex I	Key contacts list (publicly available)
Annex J	Establishing and operating a Community Shelter(s)
Annex K	Communications, warning and informing
Annex L	Plan distribution
Annex M	Glossary
Restricted distribution:	
Annex R1	List of vulnerable residents (not for general distribution)
Annex R2	Key contacts list (not for general distribution)

## 11 Plan maintenance

The CRT should meet every six months to discuss community resilience arrangements and every year to review the plan and check contact numbers are correct.

When sending out updated pages of the plan it is important to ensure the old pages are returned. For a distribution list, see **Annex L**.

### Annex A - The Home Emergency Plan

The following Home Emergency Plan can be copied and distributed to the community.

#### Home Emergency Plan

Emergencies can affect the County with little or no notice. Being prepared can help reduce the effects on your families' lives, reduce the need for help from others and enable you to support the vulnerable in your community.

Disruption to essential services such as water and electricity, to regional and national travel and telecoms are all ways an emergency can affect our busy everyday lives.

#### **Keep your plan and other important information in a safe place that you will find again quickly.**

You could keep your plan in a 'message in a bottle' in your fridge. Bottles are available free of charge from most doctor's surgeries and chemists and give emergency services vital information such as medical conditions and repeat prescriptions.

If you have children in your household, or others who need help with understanding what to do, you could get them to write and draw their own plans, to help them learn about emergency events.

**Complete the following sections and keep the plan in a safe place that all members of your household can easily access:**

If you are not involved in an incident but are close by or believe you may be in danger, in most cases the advice is:

**If the emergency is outside GO IN, STAY IN, TUNE IN.**

Station	Frequency	Website
BBC Radio Devon	FM: various; MW: 801 & 990 kHz; DAB; Freeview channel 720 (Devon only)	<a href="https://www.bbc.co.uk/sounds/play/live:bbc_radio_devon">https://www.bbc.co.uk/sounds/play/live:bbc_radio_devon</a>

**INFORM THE REST OF YOUR FAMILY / HOUSEMATES**

Household Contact Details		
Name	Mobile	Work

If you are evacuated is there somewhere you can go? Friends or Family?

If you can't contact each other, where should you meet/or who should you leave a message with?

Who will be responsible for picking the children up from school? (If applicable)

How do you turn off the following? Who is responsible?	
Electricity	
Gas	
Water	

**KEY CONTACT NUMBERS**

Emergency Telephone Numbers			
Emergency Services		Doctor	
NHS Direct		School	
Local Police Station		Home Insurance	
Local Authority			

Useful Websites	
Devon County Council	<a href="http://www.devon.gov.uk">www.devon.gov.uk</a> and search Emergency Planning
Environment Agency	<a href="http://www.gov.uk/flood">www.gov.uk/flood</a>
BBC Devon	<a href="http://www.bbc.co.uk/devon">www.bbc.co.uk/devon</a>
National Flood Forum	<a href="http://www.floodforum.org.uk">www.floodforum.org.uk</a>

Q1	<p>What are the risks to your home and the surrounding area? Are you at risk of flooding?</p> <p>To find out if you live in an area at risk from flooding, visit <a href="http://www.gov.uk/prepare-for-a-flood/find-out-if-youre-at-risk">www.gov.uk/prepare-for-a-flood/find-out-if-youre-at-risk</a> where you can find out if your home is at risk and sign-up to Flood Warnings Direct (a free service which sends you a message when there is a flood risk by telephone, mobile, email, SMS text message, fax, or via a relative/friend). You can also sign up by calling Floodline on 0345 988 1188 or Typetalk 0845 602 6340.</p> <p>If you are in an area that may flood, have sandbags and boards ready to help stop water entering through doors or air bricks. Where do you get these from? If you do not know, contact your Parish Council.</p> <p>Notes:</p>
Q2	<p>Do all household members know how and when to call the emergency services? If they don't, give them instructions on how to do this.</p> <p>Notes:</p>
Q3	<p>How will you get out of the house / area if you need to escape? Think about what to do if a route is blocked. If it is helpful, draw a plan of escape routes.</p> <p>Notes:</p>
Q4	<p>What are the emergency procedures at your children's schools?</p> <p>During an incident, it may not be safe to collect children from school. Schools have emergency plans so pupils will be cared for. If you are still worried during an incident, contact the school first.</p> <p>Notes:</p>
Q5	<p>Are there any elderly, disabled or vulnerable family members, friends and neighbours who might need your help, or additional help from the emergency services? Information may not reach some people as quickly. For example, Deaf and blind people and people who do not speak English or have other communication difficulties. How will you help them?</p> <p>Does your Parish/Town Council have a support scheme in place and are vulnerable neighbours aware of it?</p> <p>YES – Brentor Community Support (Brentor Church and Moor Compassionate Neighbours) contact: Christopher Pancheri on 01822 810285/07904 983958 or email <a href="mailto:community.support@bmcneighbours.org">community.support@bmcneighbours.org</a></p>

	Notes:
Q6	Where will you meet if you become separated – a nearby landmark or a friend's house? Also, agree an alternative meeting place further away from your home.
	Notes:
Q7	<p>ICE Contact Number</p> <p>The emergency services are trained to check for a person's ICE contact number which stands for 'In Case of Emergency.'</p> <p>Think carefully about who you choose as an ICE contact because that person may need to give consent for medical treatment. If you want more than one ICE contact, mark them as ICE1, ICE2 etc.</p> <p>Put ICE contacts in all mobile phones, or on a card in wallets/purses. If your phone is password-protected then use the card method or make it visible on the 'start up' screen.</p>
	Notes:
Q8	Where is your safe, secure place for important documents (passport, birth and insurance certificates etc.) and items of high sentimental value such as old family photos? Are these raised above potential flood levels and easy to grab (in one box) if you need to take them with you? Is the box fire-proof? Have you stored important computer records on a USB / disk?
	Notes:
Q9	Do you have emergency supplies (ideally in an 'emergency bag') that you can grab quickly? Where are they kept?
	Notes:
Q10	How do you switch off water, gas and electric supplies in your home? Draw a plan if helpful.
	Notes:

Q11	<p>Think about what you would do if you lost all power and communications (including satellite communications such as mobile phones). Do you have a battery or wind-up FM Radio and camping stove with fuel, for example? Make a note of the FM frequency of your local radio station.</p>
	Notes:
Q12	<p>Does everyone in the household know how to make the home secure – locking doors and windows? Do you keep keys in the same places so they can be found easily if it is dark; where are keys kept?</p>
	Notes:
Q13	<p>Have you installed smoke detectors and a carbon monoxide detector? When did you last check them?</p> <p>If not, don't delay installing or checking them! They could save your life. If you need help or advice, or to find out if you qualify for a free home safety visit, contact your local Fire and Rescue Service.</p>
	Notes:
Q14	<p>Have you got adequate home insurance? Who is your insurance provider and what is your insurance policy number?</p>
	Notes:
Q15	<p>Do you keep in your kitchen cupboard enough bottled water, snacks, tinned or dried/packet food to last three days? (how much do you need per person?). This will reduce the tendency for "panic buying" during bad weather or strikes, which can be very disruptive. Check sell by dates every six to twelve months.</p>
	Notes:
Q16	<p>Have you made a list of medication, insurance policy numbers and important phone numbers such as your doctor, insurance provider, Floodline, NHS Direct*, non-emergency number, gas and electric supplier, vet, school, work and close friends/relatives? Make sure you always carry this list, for example on a card in your purse or wallet, or mobile phone.</p> <p>*If you have a 'smart' mobile phone, you could download the NHS Direct App form.</p>
	Notes:

	<p><b>Your emergency supplies:</b> It helps if you can grab these things quickly. Ideally make up an 'emergency bag.' Do not stop to collect things if it puts you in danger!</p> <p>These are things you may need:</p> <p>Essential keys (house / car).  Special daily items (for example, glasses/contact lenses/medication/aids).  List of medication. This is essential, please make a list!  Cash/debit/credit cards.  Essential items for babies, children and people you care for.  Mobile phone and charger.  Antibacterial hand gel and mini first aid kit.  Water and snacks.  Warm layers and waterproof clothing, suitable hats and footwear.</p> <p>If you are forced to remain in your home or become isolated, make sure you have the following items:</p> <p>First Aid Kit including flu and cold medication.  Wind up or battery radio including spare batteries.  Wind up or battery torch with spare batteries/candles and matches.  Enough toiletries such as soap, sanitary items and tissues or toilet roll.  A three-day food and water supply. Tinned and dried food such as beans and rice are good.  Camping stove and fuel. Only use indoors in an emergency. Always place on a stable surface and use in a well-ventilated area with a carbon monoxide detector.</p>
	<p>Keep important documents and computer information in ONE safe place and make sure you can grab these items quickly if you need to.</p> <p>Don't forget does a friend or family member have spare keys should you lose yours?</p>
	<p><b>Items for pets and assistance animals</b></p> <p>Contents will depend on the type of pet, but you may need to grab:</p> <p>Water, food and bowls.  Leash / muzzle / harness.  Blanket, bed, pet carrier or cage.  Photo of your pet in case it gets lost and is not 'identity chipped.'  Plastic bags for waste.  Medication and health records.  Identity chip number (keep a record in your phone or wallet/purse).</p>
	<p><b>Items in the car:</b></p> <p>In case of an emergency keep the following in your car:</p> <p>Blankets  Torch  Map  First Aid Kit  Shovel and de-icer in winter conditions.  Warning triangle and fire extinguisher (recommended).</p>

## Annex B – Community risk assessment

When assessing risks to the community, the likelihood and the impact of the event should be considered. Many of the risks will be planned for at a national/regional/county or district level. This risk assessment should consider how the community could respond to ensure its safety/wellbeing.

Date of next review: January 2022

Date assessment was carried out: January 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Covid 19</b>	Community volunteers/public. Transmission of disease	All volunteers will abide by the current government restrictions. Minimum number of volunteers allowed to attend.	Ensure that volunteers wear facemasks, disposable gloves and that social distancing is always maintained.	All volunteers attending incidents while under the current restrictions	On-going. To be reviewed when restrictions are lifted.	
<b>Health Pandemic</b>	Individuals  Isolation, loneliness, inability to get provisions or medications	Contact Brentor Community response team (Listed in our contacts list)	Follow Government guidelines and information.	See above	See above	
<b>Flooding</b>	Volunteers. Slips, trips, falls and strains. Weils disease Drowning.  Residents at risk of flooding.	Volunteers will only attend minor flooding. Will not enter water if deeper than 150mm. Will work in minimum of two people.  Identifying local risks with members of the public living in a local risk area, as identified by our local plan.	Fully brief volunteers before attending incident. Remind people of the hidden hazards that flooding present and have a safety volunteer to monitor the situation. Ensure correct lifting techniques are applied.  Pre-plan in areas at risk.  Ensure drains and gullies are kept clear of debris in identified areas of risk.  Have sandbags available in the identified area of risk before the flooding occurs.  Encourage homeowners to improve their own flood defences and awareness.  Resilience team will have the following equipment to help residents... Dirty water pump, sandbags, buckets, brooms, lighting  Organise a tabletop exercise so volunteers know what action to take.	Community coordinators. All volunteers.  See above  P/C employs a lengths-man.  Community coordinator/ Deputy	Before attending an incident.	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Snow clearing</b>	Volunteers Slips and falls. Strains.  Clearing snow, Lifting bags of road salt.	Ensure that proper clothing is worn for carrying out the tasks. Provide Hi-vis tabards Post lookouts for traffic control Ensure that correct lifting procedures are followed	Rotate volunteers on a regular basis Have a volunteer monitor the operation. Provide portable lighting if required. Issue headtorches and handlamps	Person designated in charge of incident		
<b>Fallen tree</b>	Public. Volunteers. Hit by falling branches, incorrect lifting techniques.	Only qualified tree surgeons will be allowed to cut fallen trees to clear the road / maintain access. Correct PPE must be worn, gloves, hard hat, boots, and Hi-vis. Ensure that correct lifting techniques are applied.	Volunteers will <b>only</b> assist with the clearance of debris /branches. This will only be done under the guidance of the tree surgeon. Volunteers will maintain a safe distance until advised it is safe to remove debris.	Volunteers. Monitored by the coordinator		
<b>Sustained electrical power failure</b>	Vulnerable Residents. Loss of lighting, heating, and cooking.	Move vulnerable people to the village hall, which can provide lighting, and heating via a generator.				
<b>Sustained water failure</b>	Residents. No access to fresh water.	Contact water company and identify how long residents are likely to be without a supply and pass this information to the area affected.	Help distribute bottled water.	Volunteers		
<b>Fire</b>	Residents/property /wildlife/stock	Add link to the village web site to Devon and Somerset Fire Rescue service, for the home fire safety plan and the contact details for fire safety advice.  Ensure that local landowners maintain fire breaks and keep gorse low on Gibbet Hill.		Parish Council		

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

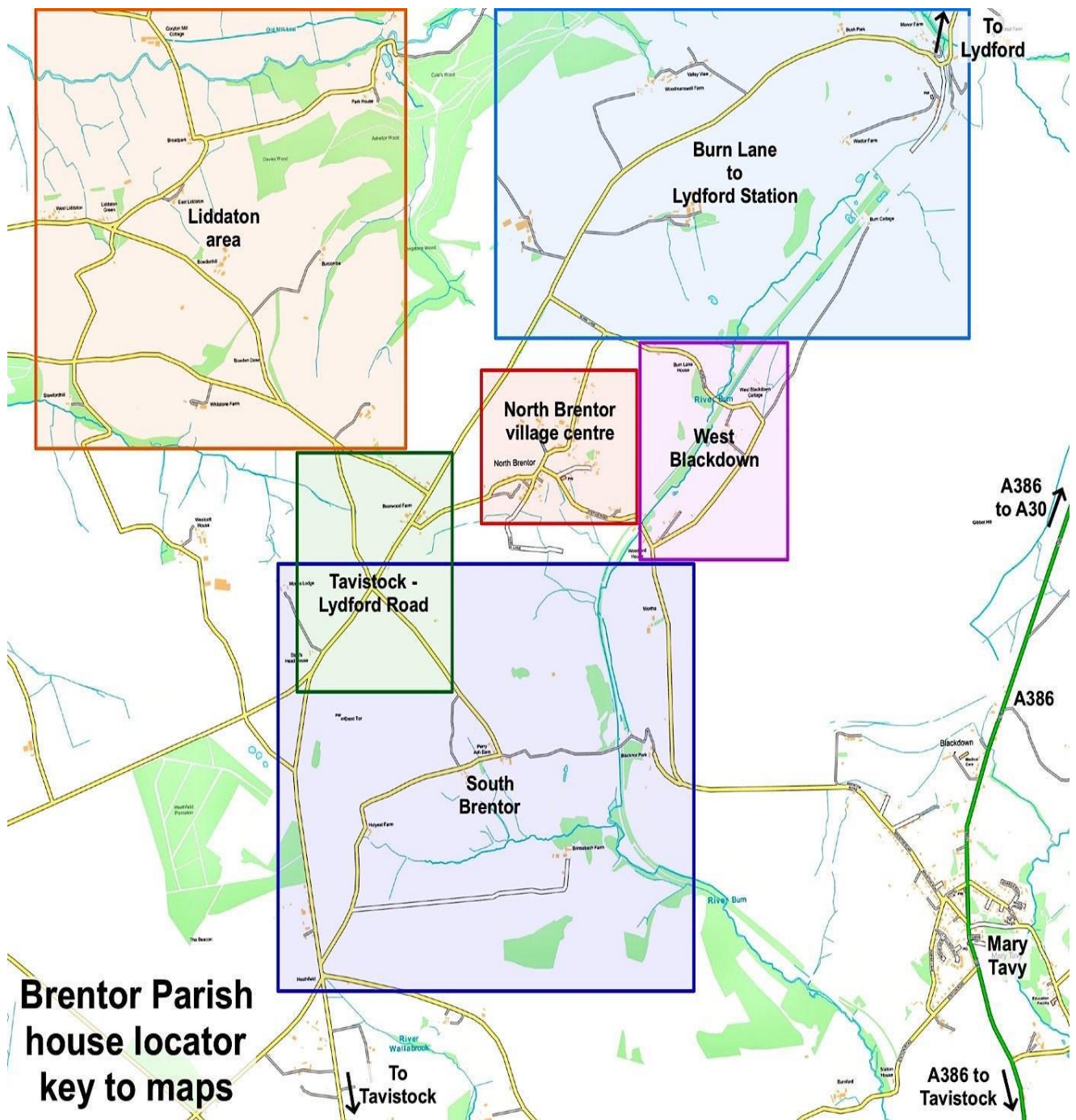
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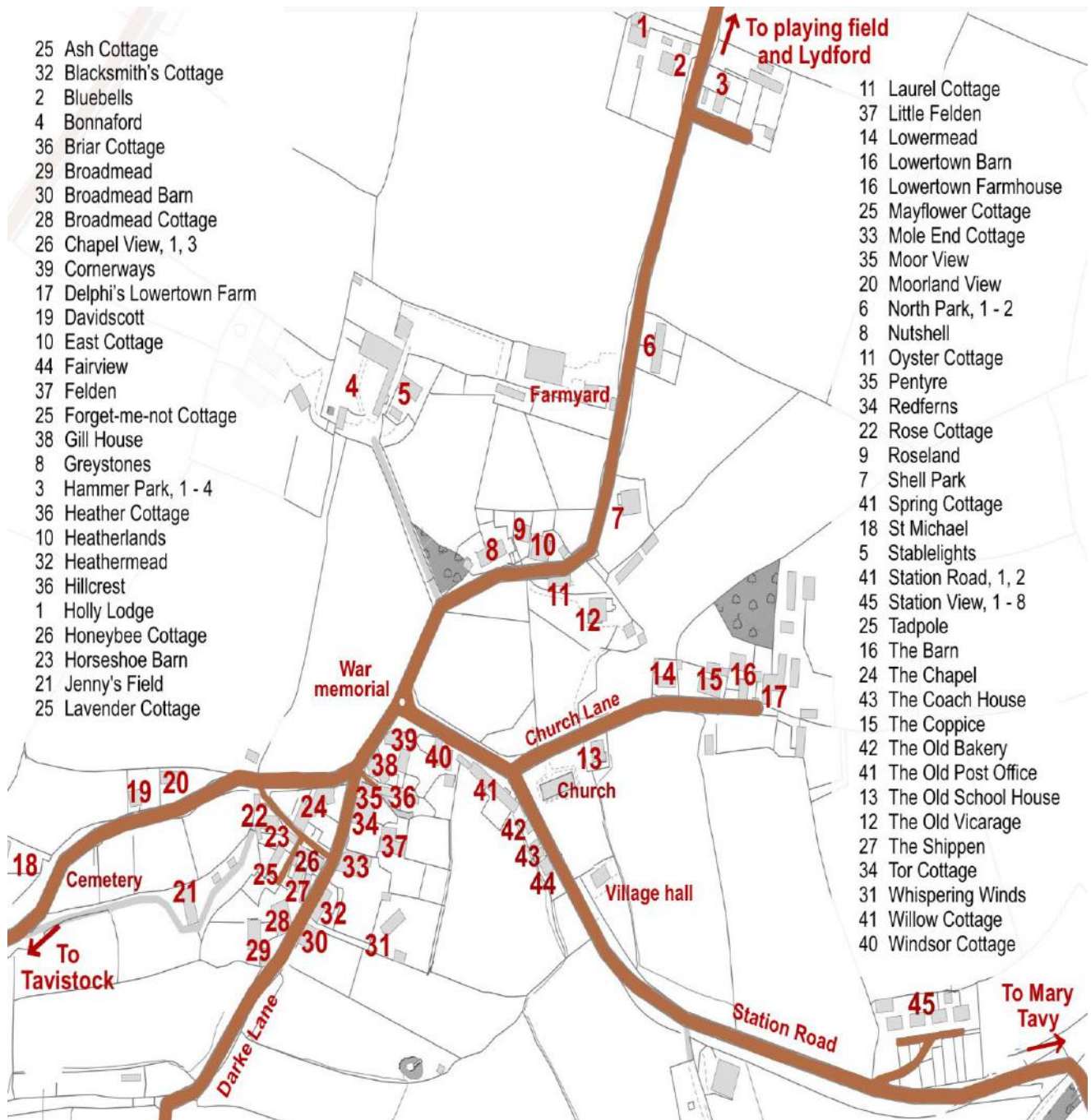


Risks	Impact on community	What can the Community Response Team do to prepare?
<p><b>FLOODING</b></p> <p>Minor water courses flowing through centre of North Brentor village puts some properties at flood risk</p> <p>West Blackdown – properties at risk of flooding from run off from Gibbet Hill</p> <p>Liddaton – properties at risk of flooding around Liddaton Green area and properties towards Coryton</p> <p>Ford flooding risk in Lyd Valley</p> <p>Sewage treatment works in North Brentor (SWW own plan)</p> <p>Properties in South Brentor at risk from flooding.</p>	<ul style="list-style-type: none"> <li>• Flooding of local streets</li> <li>• Damage to property</li> <li>• Residents cut off from leaving their properties</li> </ul>	<ul style="list-style-type: none"> <li>• Parish Council employs lengths man annually to clear drains, gullies and roads which are prone to build up of debris</li> <li>• Local landowners are reminded to keep ditches/gullies clear of debris</li> <li>• Encourage residents to improve home flood defences</li> <li>• Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required</li> <li>• Work on going with Devon County Council and Highways with regards to drainage infrastructure</li> <li>• Community Emergency Plan has the following equipment for flood emergencies:</li> <li>• Dirty water pumps and hose (generator available)</li> <li>• Sandbags</li> <li>• Buckets/brooms</li> <li>• Lighting</li> </ul>

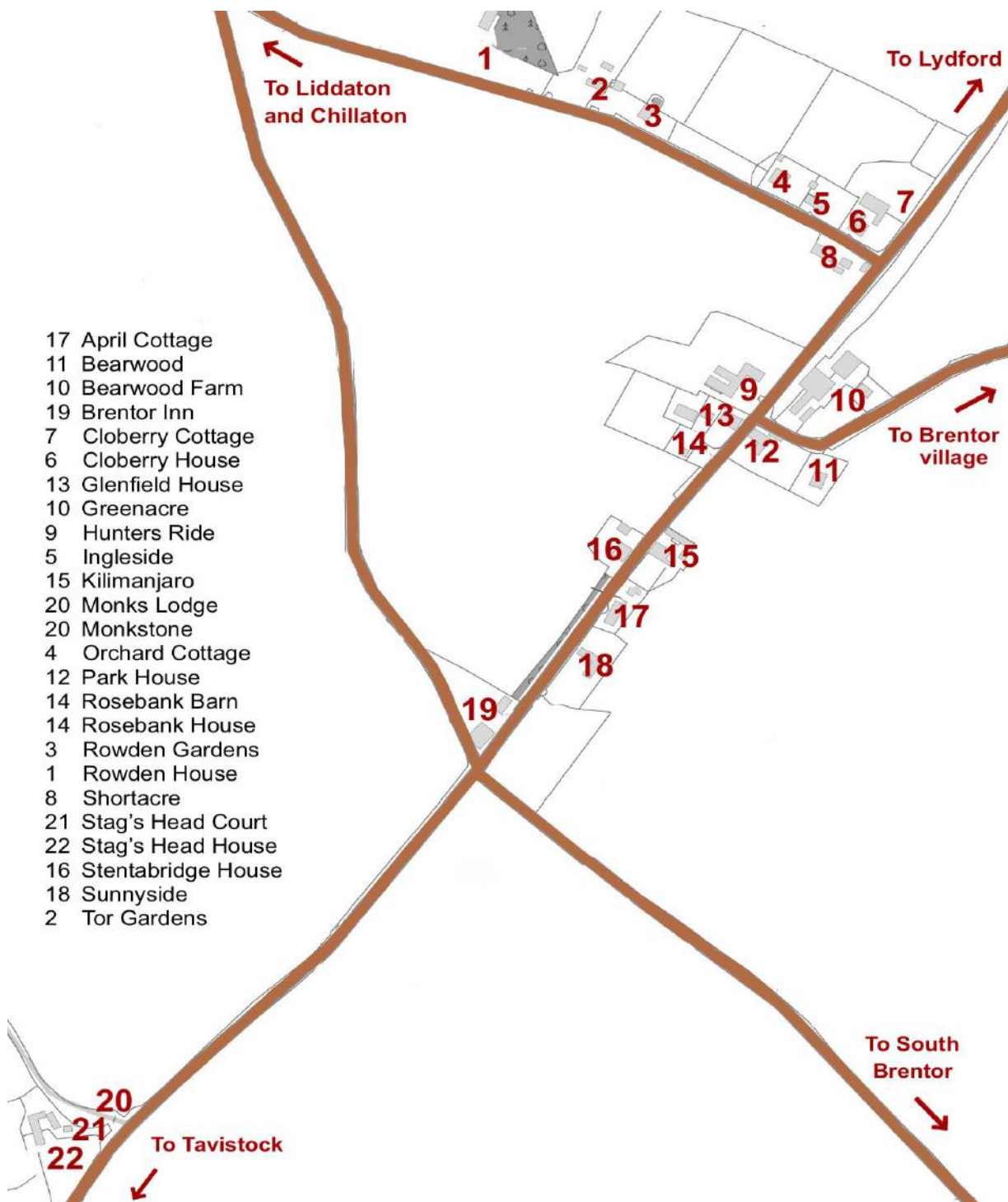
Risks	Impact on community	What can the Community Response Team do to prepare?
Sustained power failure: Electrical failure	Loss of light and heating and cooking facilities	Identify vulnerable residents firstly and identify households without loss of power to help.  In the unlikely event all parts of the Parish have sustained power loss, the Village Hall can be utilised with emergency lighting and generator powered heating.
Sustained water failure	Loss of water for drinking. Washing, animals (domestic and commercial)	Distribute bottled water
Heavy snow/ice	Lack of access roads (transport) in and out of villages  Lack of access to food/fuel etc.  Sheet Ice in Lyd Valley stops householders from getting out of properties.  Liddaton - does not get the sun on the roads from Mid-November until April so snow and ice stays on roads.	Salt minor roads and junctions  Ensure grit bins are kept filled  Contact Devon Highways to clear major roads around villages  Contact EP volunteers with tractors/shovels to clear any major drifts.  Employ volunteers with shovels to clear minor drifts.  Consider flood risk from melted snow and employ flood risk strategies as above.  PC will buy new grit bin for these residents.
Fire: House fire	Property damage  Smoke inhalation/injury  Homelessness	Help with the aftermath of a home fire by making secondary accommodation available.
Health Pandemic: (In the event of a new identified local outbreak, contact Health Protection Board.)	Isolation/loneliness/ability to get provisions/medicines	Contact Brentor Community Support – as listed in the Community Response Team contacts (above)

# Annex C – Maps of the community



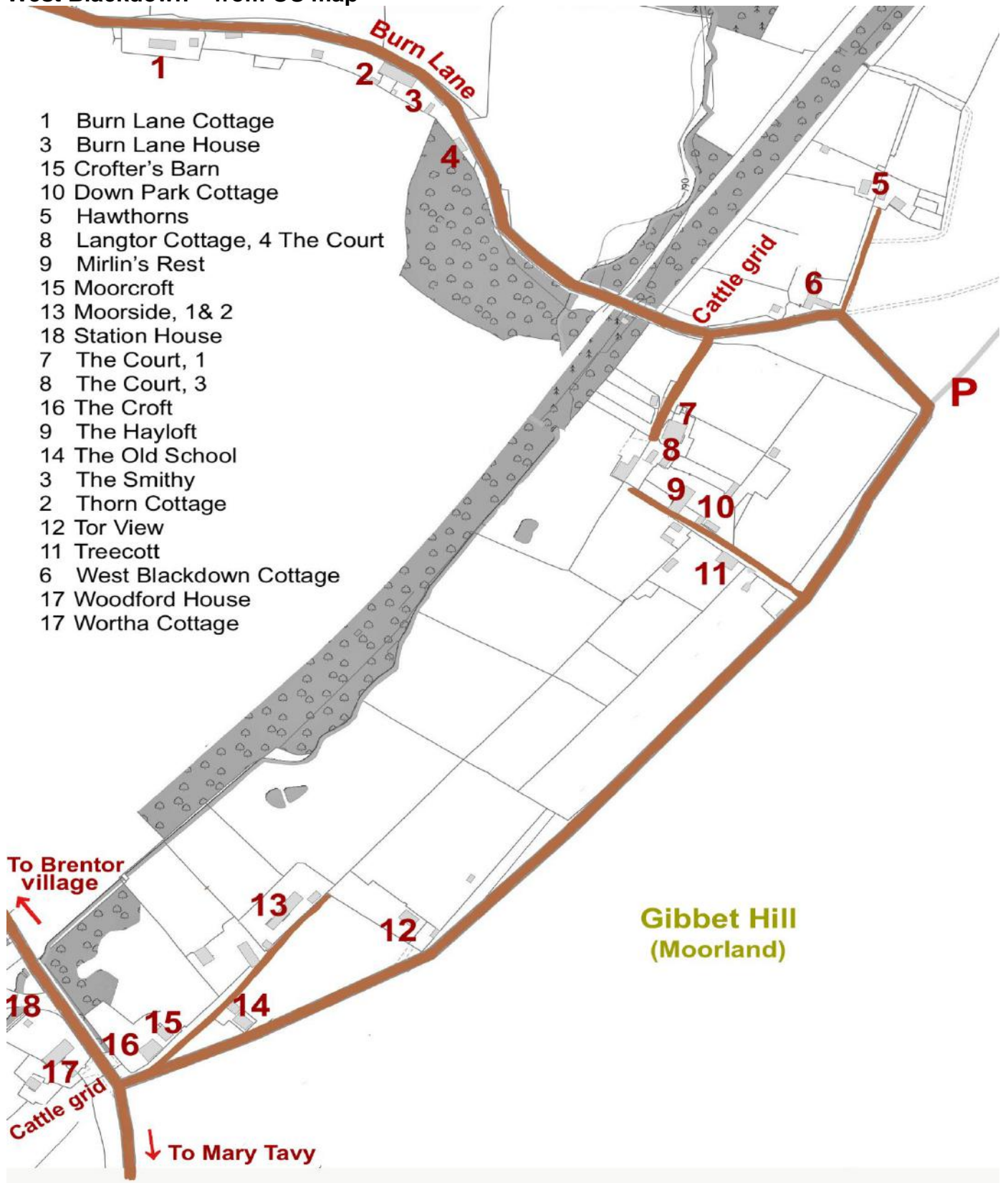


**North Brentor village Centre (from OS map)**



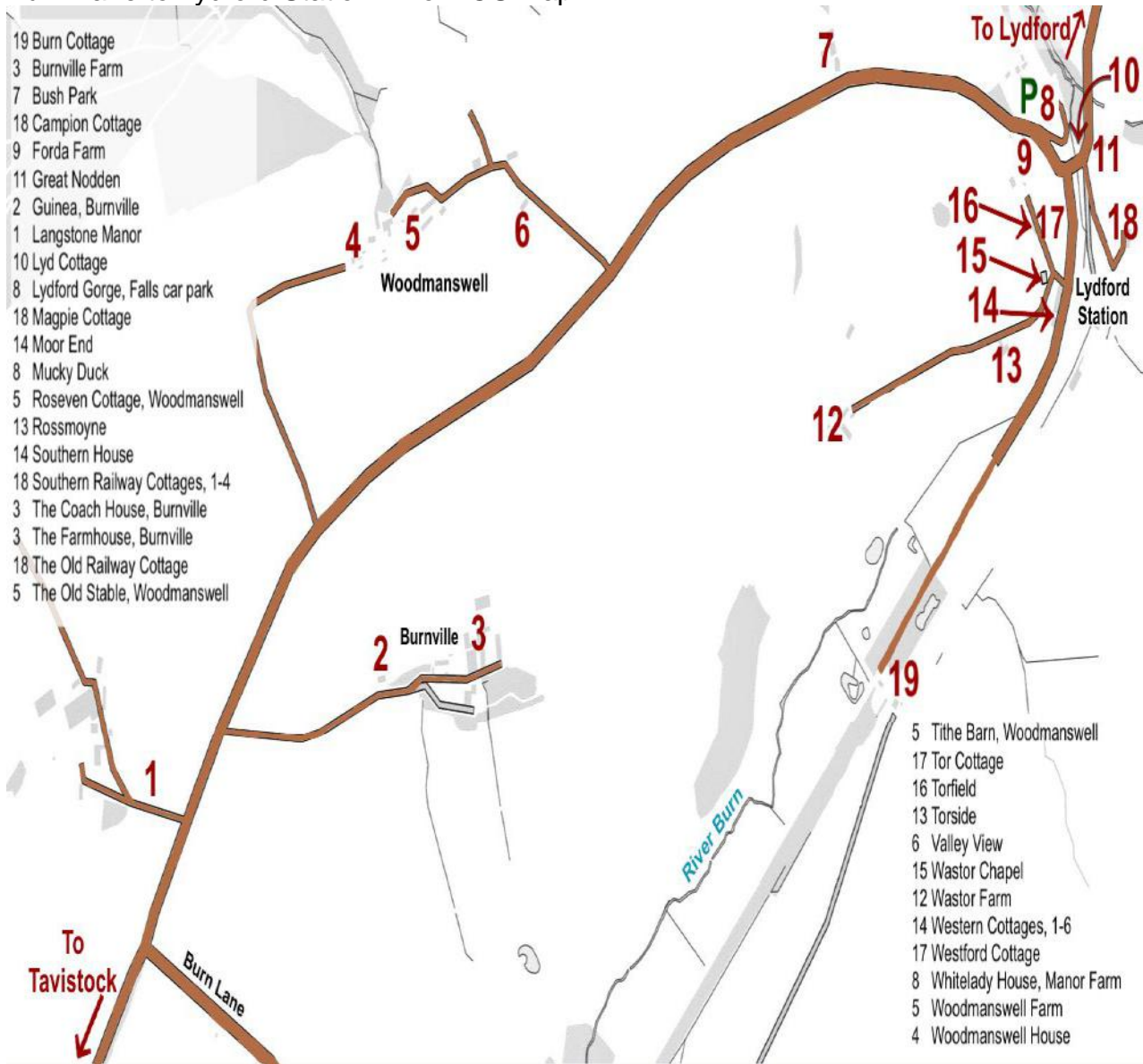
Tavistock to Lydford Road – from OS map

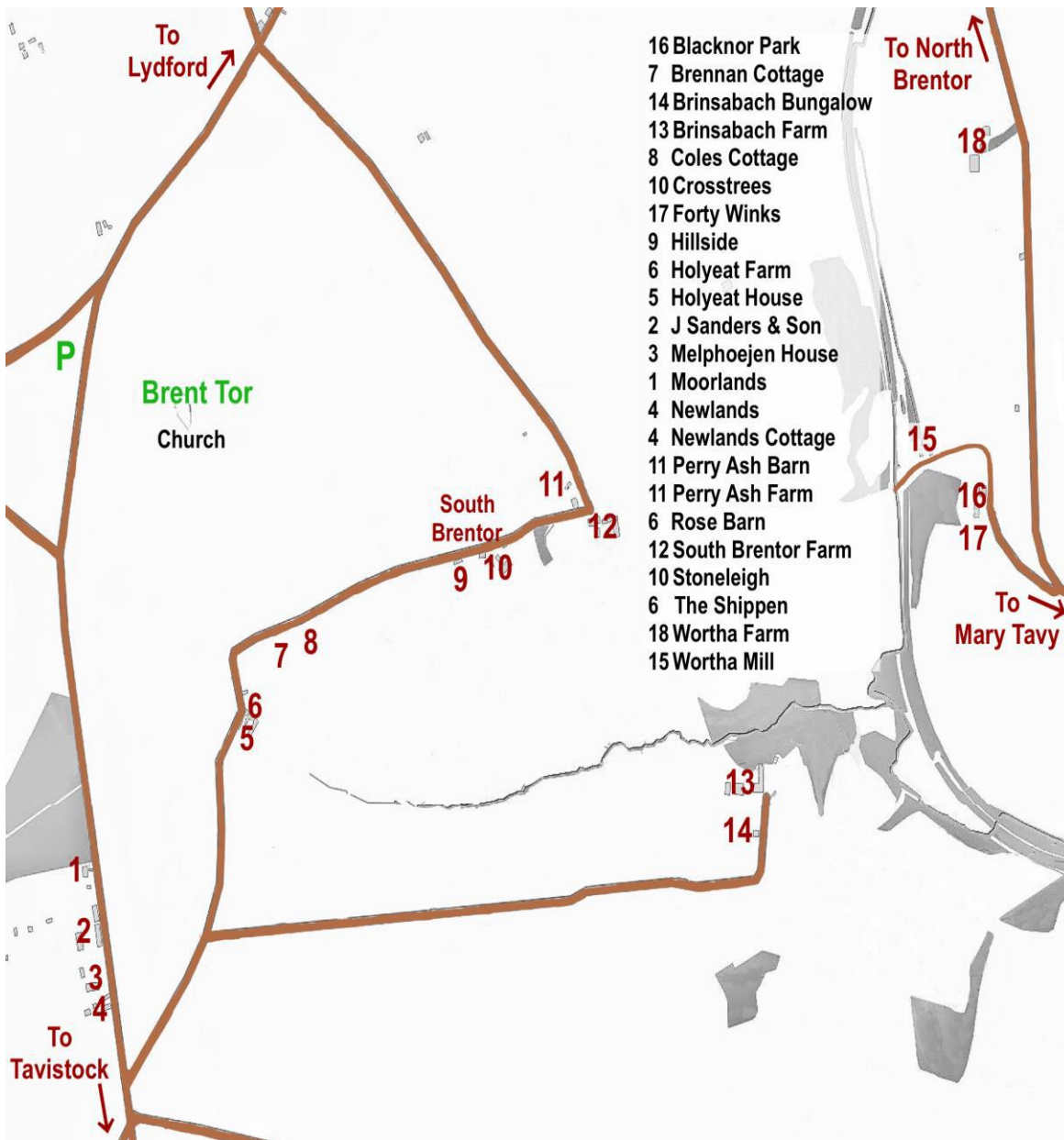
**West Blackdown – from OS map**



- 1 Burn Lane Cottage
- 3 Burn Lane House
- 15 Crofer's Barn
- 10 Down Park Cottage
- 5 Hawthorns
- 8 Langtor Cottage, 4 The Court
- 9 Mirlin's Rest
- 15 Moorcroft
- 13 Moorside, 1 & 2
- 18 Station House
- 7 The Court, 1
- 8 The Court, 3
- 16 The Croft
- 9 The Hayloft
- 14 The Old School
- 3 The Smithy
- 2 Thorn Cottage
- 12 Tor View
- 11 Treecott
- 6 West Blackdown Cottage
- 17 Woodford House
- 17 Wortha Cottage

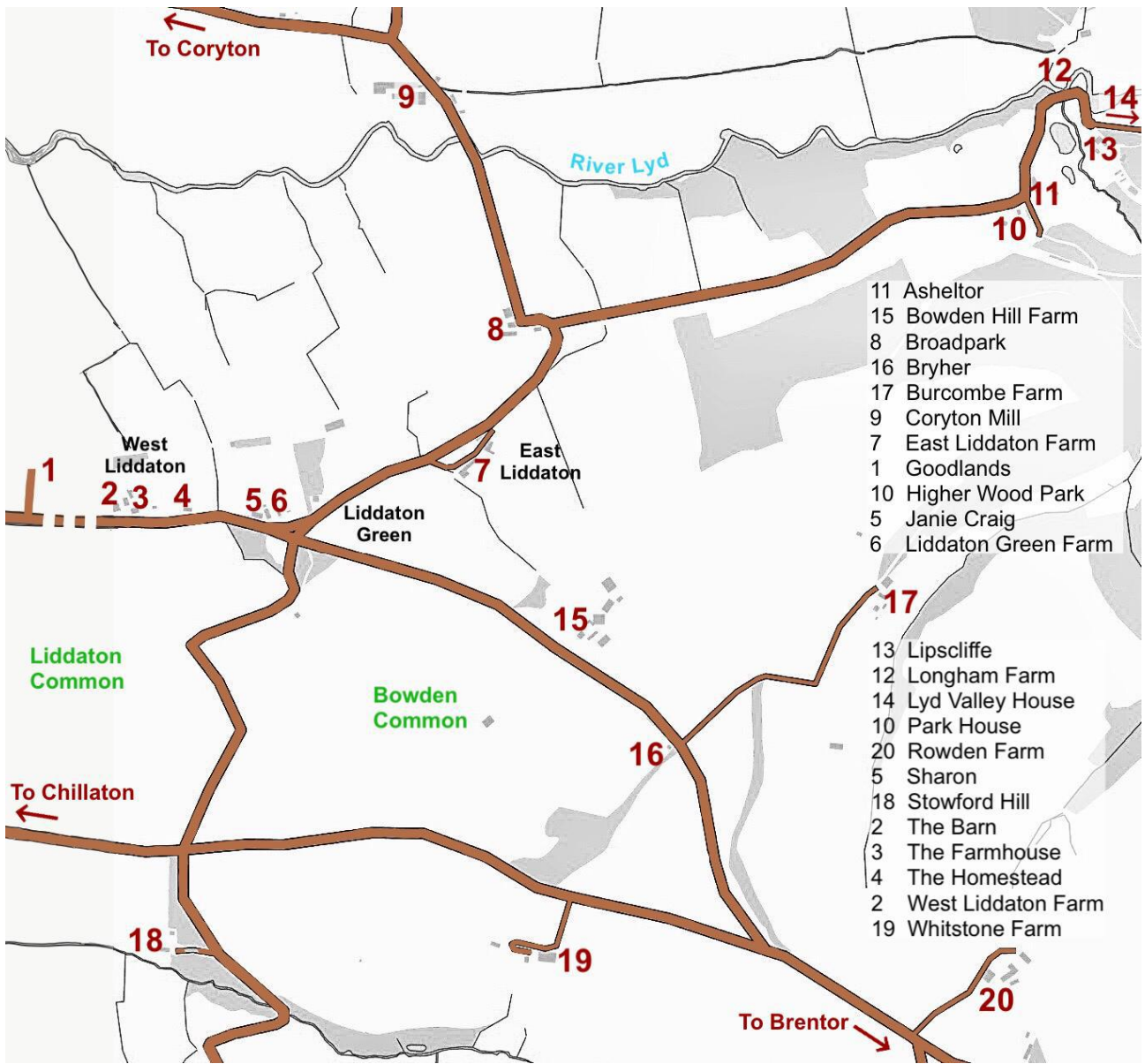
Burn Lane to Lydford Station – from OS Map





South Brentor – from OS map



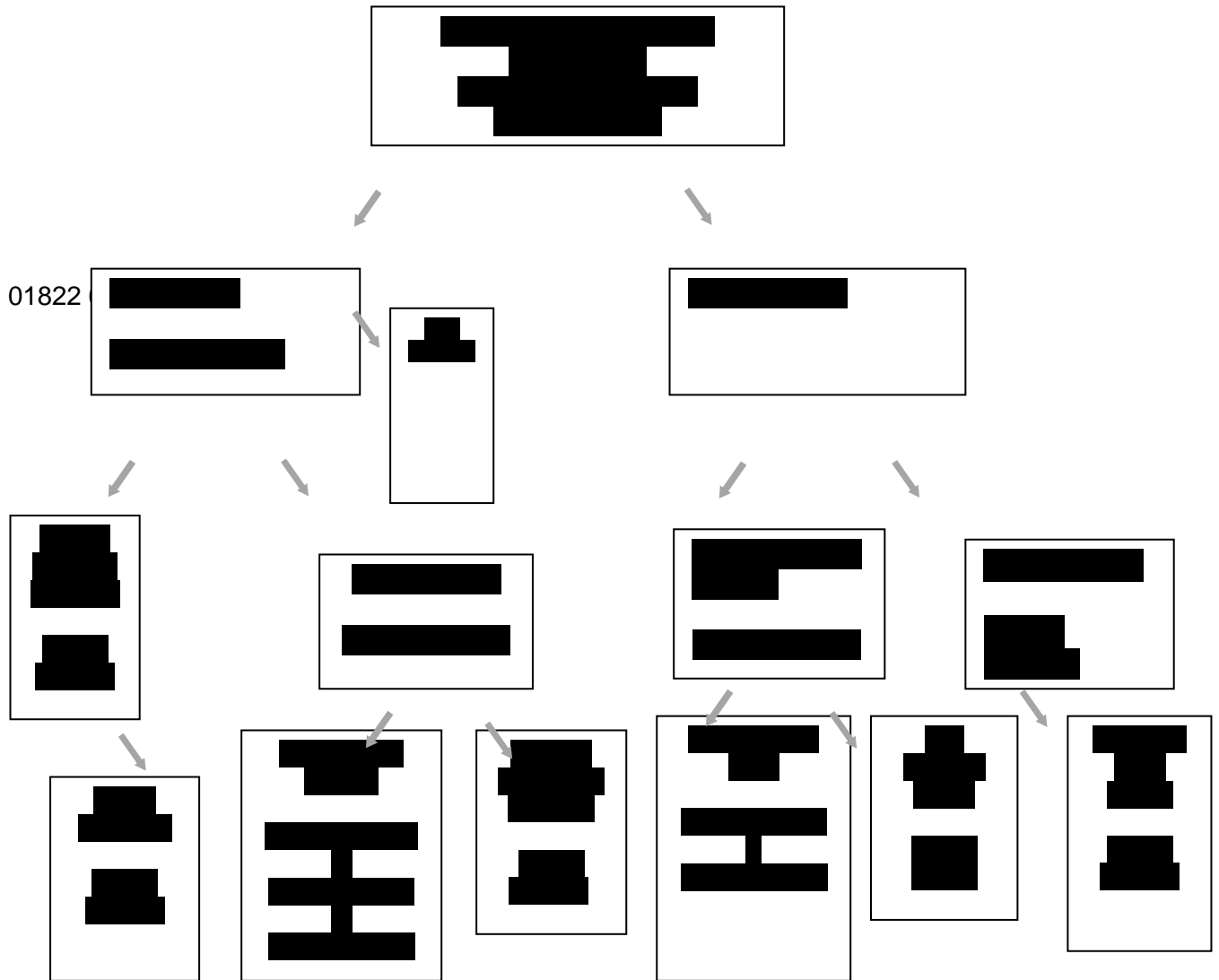


- 11 Asheltor
- 15 Bowden Hill Farm
- 8 Broadpark
- 16 Bryher
- 17 Burcombe Farm
- 9 Coryton Mill
- 7 East Liddaton Farm
- 1 Goodlands
- 10 Higher Wood Park
- 5 Janie Craig
- 6 Liddaton Green Farm
- 13 Lipscliffe
- 12 Longham Farm
- 14 Lyd Valley House
- 10 Park House
- 20 Rowden Farm
- 5 Sharon
- 18 Stowford Hill
- 2 The Barn
- 3 The Farmhouse
- 4 The Homestead
- 2 West Liddaton Farm
- 19 Whitstone Farm

Liddaton – from OS map

## Annex D – Telephone tree notification system

A telephone tree is a group of people organised as a pyramid so that they can quickly and easily spread information. The coordinator at the top calls two people, who each call two more people until everyone in the list has been called. If someone is not available, the next person in the tree is called.



## Annex E – Activation procedure and logging sheet

Action		Complete
1	If an emergency is possible or anticipated, monitor the situation and contact CRT members and warn the community. Be prepared to respond urgently.	
2	Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.	
3	Contact and inform your district/borough council.	
4	Record details on the log sheet on the other side of this page. Include: <ul style="list-style-type: none"> <li>• Decisions you have made and why</li> <li>• Actions taken</li> <li>• Who you spoke to and what you said (Include contact numbers)</li> <li>• Information received</li> </ul>	
5	Contact other CRT members and the community by agreed method. <ul style="list-style-type: none"> <li>• Households affected</li> <li>• Parish council/ward via the parish clerk</li> <li>• Volunteers and key holders</li> </ul>	
6	If needed, call a community meeting. Ensure the venue is safe and people can get there safely	
7	Take notes and record actions on the Log Sheet (page 27) as well as completing the SITREP (pages 32 & 33)	
8	When the emergency services arrive, the CRT Coordinator should introduce themselves and give them a copy of the plan.	

**Never do anything which outs you or anyone else in your community at risk.**

## Log sheet

Record all information during an emergency. A log sheet is an easy way to ensure information is not lost and can help support/justify any decisions made or actions taken.

<b>Date</b>	<b>Time</b>	<b>Information / Decision / Action</b>	<b>Initials</b>

## Annex F - Community flood plan

<b>Community or group</b>	Brentor Parish
<b>Address</b>	Brentor, Tavistock, Devon

<b>Flood line quick dial number</b>	[REDACTED]
-------------------------------------	------------

<b>Which Environment Agency Flood Warnings are you registered to receive?</b>
Flood warnings

<b>Local Flood Warning Triggers</b> i.e. when flood water reaches bottom of the bridge, sound siren or other action
Residents act as monitors for their parts of the parish where there are identified flood risk areas.  These are:  [REDACTED]

### Contents of Community Flood Plan Annex:

1. Actions to be taken before a flood
2. After a flood

## 1. Actions to be taken before and during a flood

		Before a flood			During a flood		
Area number	Location at risk	Source and direction of potential flooding	Triggers e.g. Met Office weather warnings or Environment Agency flood warnings	Local actions	Actions	Equipment required	Time required
<b>ALL</b>	<b>ANY</b>			<b>PC supplies sandbags to any resident who requires them. Lengths man annually checks drains and ditches</b>			
Area 1	West Blackdown	From run off from Gibbet Hill	Met Office - heavy rain/ Environment Agency - Flood warnings	Parish Council ensures that annual maintenance of the gully at the bottom of Gibbet Hill is adhered to by local landowner			
Area 2	End Darke Lane, Brentor Village	Water flows down the lane and "ponds". Before the lane bends left, an open slate ditch runs part way along the west side of the track. Halfway along, water flows into it from a stone drain and two pipe drains from the higher farmland. During heavy rainfall, from highest point in lane, water flows under a gate/onto the lane. The main ditch also becomes surcharged from the stone drain and pipes. Where this ditch ends it flows into a drain (under the track) which can't take the volume of water which then flows out onto the track joining that from higher up the lane. On the right side of the lane a shallow earthen ditch collects some water from the track diverting it via a pipe into an open field ditch. When drain blocked, water flows back onto the track.	A/B	Diverting the water at its highest point where it enters the lane as well as increasing the diameter of, or installing an additional pipe running under the track and parallel to the existing one would significantly reduce risk of flooding.  Parish Council employs a lengths man annually (or more frequently if required) to keep drains clear and free from debris			
Area 3	South Brentor	Several properties have recently suffered flooding, due to issues with under property drainage pipework	A/B	Devon County Council/Highways are aware of this issue and it is trying to be resolved.			
Area 4	Lyd Valley	The river Lyd bursts onto the road down by the ford annually if not bi-annually – several are stuck until the river goes down.		Highways have tried but failed to fill holes in the ford.			
Area 5	West Liddaton towards Chillaton past East Liddaton.	Water heads towards Liddaton from Bowden Hill via streams, springs and the two roads which conjoin at Liddaton Green. The drains are semi or totally blocked with debris (from Liddaton Down). Pipe under the road cannot carry the volume of runoff, this caused the recent flooding of two houses - ripped up road surface on the junction, poured debris downhill to the stream which then blocked two pipes under the road causing the lane to be flooded and impassable.		Meeting with Highways Agency has been requested to ask for improvement with maintenance, pipe replacement, verge clearing			

Before a flood					During a flood		
Area number	Location at risk	Source and direction of potential flooding	Triggers e.g. Met Office weather warnings or Environment Agency flood warnings	Local actions	Actions	Equipment required	Time required
Area 6	Centre Brentor village	<p>The sources:</p> <ol style="list-style-type: none"> <li>1. From the field behind the bus shelter.</li> <li>2. From the field in the village centre.</li> <li>3. From the direction of Church Lane.</li> </ol> <p>1. From the field behind the bus shelter two drains discharge water through the field embankment into open mouthed drains which flow under the road. Heavy downfall causes it to flow over the road down past the War Memorial.</p> <p>2. From the field in the village centre a stone drain discharges water into a sump at the side of the road. A pipe which possibly carries water from one of the drains mentioned above also discharges into this sump. In periods of heavy rain this sump is quickly over topped and water then flows down the road in the direction of the church joining that already flowing past the War Memorial. Little if any of this water re-joins the open ditch* A pipe runs for several metres underground from this sump discharging into an open ditch* running parallel with road. Heavy rain causes the mouth of the grill to quickly block with debris ensuring that the sump is over topped causing the water to flow down the road.</p> <p>3. Water from this open ditch flows via two pipes under the road opposite the church. These pipes also collect the rainwater flowing down Church Lane. When there is a high volume of water it flows onto the road, firstly past the War Memorial and then down through the village past the church and village hall, some flowing down the track past the Sewage Works and also further on into an open ditch across farm land.</p>	A/B				

## 2 After a flood –

- 1) take photos before the clean up as they may need to rely on them for insurance claims, and
- 2) ask their insurer before discarding items that can't be cleaned, as they may want to make a claim for the items.

This information could be helpful:

- Get help after a flood (Environment Agency): <https://www.gov.uk/prepare-for-a-flood/get-help-after-a-flood>
- 
- Support for flood victims (British Disaster Management Association): <http://www.bdma.gov.uk/publications/flooddocs>



## Annex G – Situation report (SITREP)

Use this form to record information about an emergency and give it to emergency responders when they arrive.

Situation report		
<b>E</b>	Exact location of the emergency	
<b>T</b>	Type of emergency	
<b>H</b>	Hazards present or suspected	
<b>A</b>	Access – routes that are safe to use	
<b>N</b>	Number, type and severity of casualties	
<b>E</b>	Emergency services present?	

**Date:**

**Time:**

**Location:**

**Attendees:**

**Current situation?**

**Location of emergency. Is it near:**

A school?

A vulnerable area?

A main access?

**Type of emergency:**

Is there a threat to life?

Has electricity, gas or water been affected?

**Are there any vulnerable people involved?**

Elderly

Families with children

**Resources needed?**

Food?

Off-road vehicles?

Blankets?

Shelter?

**Establishing contact with the emergency services**

**How can we support the emergency services?**

**What agreed actions can safely be taken?**

**Agreed actions and leads?**

**Any other issues?**

## Annex H - Community resources

Resource	Contact / Key holder	Conditions of use	Additional information
<p><b>EQUIPMENT:</b></p> <p>WHITE BOARD AND MARKER PENS            WATERPROOF STORAGE BOXES &amp; PADLOCKS            EMERGENCY LIGHTING            WATER PUMP &amp; HOSES x 2            SNOW SHOVELS            HAND SHOVELS            REFLECTIVE JERKINS            BUCKETS &amp; BROOMS            SAFETY TAPE            TARPAULIN ROLLS            HEAD TORCHES            SAND (800KG)            HESSIAN SANDBAGS            STROPS (4metre)            HARD WEARING GLOVES            DISPOSABLE GLOVES            SPACE BLANKETS            TWO WAY RADIOS x 2 sets</p> <p><b>CHRIST CHURCH as an Emergency Shelter (should the Village Hall not be available)</b></p> <p>Open every day, from about 8am until about 5.30pm so no special arrangements needed - it is there immediately if required.</p> <p>In non Covid times there is seating for about 80-90 people, again immediately available in the pews.</p> <p>In Covid times we have a clear plan as to where people can sit to space them out and alternate pews are currently marked with notices saying Please do not sit here. The numbers we can accommodate allowing for social distancing depends upon the size of households.</p> <p>There is under pew heating and overhead heaters and one tap outside for fresh water.</p> <p>Christchurch has numerous risk assessments in place for a variety of specific scenarios.</p>	<p>██████████ –            Community            Emergency            Co-Ordinator</p> <p>██████████</p>	<p>Only to be used in an Emergency triggered by the Community Emergency Co-Ordinator</p> <p>As above</p>	<p>All items to be logged out and in by Community Emergency Co-Ordinator</p>

## BRENTOR VILLAGE HALL as an EMERGENCY COMMUNITY SHELTER (OPERATING PLAN)

Version 1	Issued 10 <sup>th</sup> January 2021
Address	Brentor Village Hall, Station Road, Brentor, Tavistock, Devon PL19 0LR
Grid Reference	50°36'43.2"N 4°08'45.6"W 50.611996, -4.146001
What 3 Words	shop.shippers.stud
Phone Number	[REDACTED]
Key Holders	[REDACTED] Keys also stored in key safe, code available from key holders
Capacity	70 seated 120 standing
Parking	Off road spaces for 8 cars plus a dedicated blue badge holders space in front of the hall. Additional cars can be parked with care along Station Rd
Access	Ramp and steps to Front Door Fire Exit has steps only
First Aid and Safety	Basic First Aid kit located in the kitchen Defibrillator on outside of the front of the hall Fire extinguishers located in Main Hall, Kitchen and Rear store room All electrical equipment PAT tested annually A hard copy register for attendees should be provided by Community Response Team
Layout	Entrance hall (suitable for registration) Main hall with blackout blinds Kitchen Large rear storeroom that could be used as a small meeting room and

	<p>contains cleaning supplies and small tables</p> <p>Store cupboard that holds chairs</p> <p>Store cupboard that holds tables</p> <p>External shed at rear of hall</p>
Internet Access	<p>Provided free of charge but limited download speed - Wi-Fi password is Brentorvillage</p>
Telephone	<p>Landline available in hall for both incoming and outgoing calls</p> <p>No mobile signal but contact may be possible via internet calling/social media applications.</p>
	<p><b>BRENTOR VILLAGE HALL as an EMERGENCY COMMUNITY SHELTER (OPERATING PLAN) continued</b></p>
Lighting and Heating	<p>There is adequate internal and external lighting</p> <p>Heating is provided by overhead infra-red heaters in the main hall.</p> <p>This heating is operated on a pay as you go basis, there is a slot meter that accepts £1 and £2 coins situated in the entrance hall cupboard</p> <p>In the event of a power cut there is a generator located in the shed at the rear of the hall. Fuel for this generator needs to be provided by the Community Response Team</p>
Catering facilities (located in the kitchen)	<p>Fridge</p> <p>Freezer</p> <p>Microwave</p> <p>5 ring hob</p> <p>Oven and grill</p> <p>Washing up and hand washing facilities</p> <p>Water Heater / Kettles</p> <p>Cooking equipment</p> <p>Crockery</p> <p>Cutlery</p> <p>Hatch to main hall</p> <p>No food or drink supplies are kept at the hall and would need to be provided by the Community Response Team</p>
Furniture	<p>Tables of various sizes located in the rear storeroom and rear store cupboard</p> <p>Chairs located in the front store cupboard and in the external shed at the rear of the hall</p>

Other Facilities	<p>Books and DVDs available in the entrance hall</p> <p>Skittles alley and skittles available</p> <p>Notice boards</p> <p>Hearing Aid Loop</p> <p>Power sockets available in main hall but only to be used with permission from the Community Shelter Co-ordinator</p>
External facilities	<p>The hall is enclosed on all sides by fencing</p> <p>A small area of hard standing with bench</p> <p>A grassed area with 30 amp power supply</p> <p>12m x 6m marquee available, stored offsite and needs a trailer to be moved</p> <p>8m x 4m marquee available, stored in outside shed</p> <p>Gas BBQ stored in the shed at the rear and this could be used in the event of power failure if the gas is provided by the Community Response team</p>

## Annex I – Key contacts list (publicly available)

Category	Service/Name	Telephone Number	Additional Information
Emergency Services	Police	Emergency: 999 Non-Emergency: 101	
	Fire	Emergency: 999 Office: 01392 872200	Fire/Flood Rescue, Support/Resources
	Ambulance	Emergency: 999 General: 01392 261621	
	Coastguard	Emergency: 999 General: 0870 600 6505	Water Rescue Resources/Support
Activation and Emergency Planning	Devon County Council	0845 155 1020	General enquiries
Flooding and Forecasting	Environment Agency Flooding	0345 988 1188	Report flooding. Seek advice regarding flood warnings and what to do before/during/after a flood
	Environment Agency	08708 506506	General enquiries
	Met Office	0870 900 0100	Meteorological forecasting
	Met Office Weather call	09014 722054	
Utilities	South West Water	0800 169 1144	Non-domestic water leaks
	Western Power Distribution	Office: 0845 601 2989 Silent: 0800 365900	Power cuts
	British Gas	0800 111999	Gas leaks
	National Gas	0800 169 1144	Gas leaks
	BT	01525 290647 0800 800150	Telecommunications
Healthcare	Local Doctors Surgery	Tavyside Surgery 01822 613 517  Abbey Surgery 01822 612247	Medical/Healthcare
	NHS Direct	111	Advice – non-emergency medical

<b>Category</b>	<b>Service/Name</b>	<b>Telephone Number</b>	<b>Additional Information</b>
Healthcare continued	Tavistock Hospital	01822 612233	Medical/Healthcare
	Derriford Hospital	01752 202082	
Highways	Devon County Council Highways	01392 383329	Highways management
	Highways Agency	08457 504030	Highways Information Line
Schools	Mary Tavy and Brentor Community Primary	01822 810384	
	Tavistock College	01822 614231	
	Okehampton College	01837 650910	
Local Media	BBC Radio Devon	News: 01752 234511 Travel: 0845 300 2829 On air: 0845 301 1034 Plym'th: 01752 260323 Exeter: 01392 215651	Media, warning and informing
Animal Welfare	RSPCA	24 hours: 0300 123 4999 Office: 0300 123 4555	
Emotional Support Services	Samaritans 24hrs	0845 303 0900	Telephone support
	Victim Support (0800 hrs – 2000 hrs)	0845 676 1020	Support



## Annex J –Establishing and operating a Community Shelter(s)

When an evacuation is needed, people will need a safe place. This safe place is the Community Shelter (CS) which will be Brentor Village Hall (or if unavailable, Christ Church)

### Activation of a CS

A CS will be activated if the CRT decides that due to the emergency, it needs to provide shelter before the emergency services arrive.

### Staffing the CS

Volunteers will be needed to staff the CS. The minimum requirement is shown below:

#### Serial post responsibilities

	Post	Responsibilities
1	Parish shelter coordinator	Located at CS <ul style="list-style-type: none"> <li>• Manage shelter</li> <li>• Provide feedback to ICP</li> </ul>
2	Receptionist 1	<ul style="list-style-type: none"> <li>• Staff reception desk</li> <li>• Maintain register</li> </ul>
3	Receptionist 2	As above
4	Volunteer First Aid (Annex R2)	<ul style="list-style-type: none"> <li>• Provide basic first aid as required</li> </ul>
5	Volunteer cook	<ul style="list-style-type: none"> <li>• Provide snacks/meals</li> </ul>
6	Volunteer evacuation assistants	<ul style="list-style-type: none"> <li>• Assist evacuees</li> <li>• Issue blankets etc.</li> </ul>

## Evacuee information sheet

Please read this sheet as it contains information you will need about the Community Shelter (CS).

If you, or a member of your household, have an infectious illness or have been in contact with someone suffering from an infectious illness (or potentially in the incubation period) and considering evacuating to an emergency, YOU MUST - at the earliest opportunity inform the organisers/authorities. They may ask you to stay in your home or present location or make other arrangements for you to go to a place of safety.

If you are evacuated to a place of safety during a pandemic or local medical emergency, take a supply of personal protective equipment with you, wear protective mask and gloves; follow the personal protection instructions given by the refuge operators.

For public health purposes, movement and socialisation within the refuge will be restricted; you will be asked to stay in your household group and to keep children close to you – take something to keep them occupied

### **Registration**

Please register at the reception desk. You don't have to register, but it is recommended, as it helps staff if any of your relatives are looking for you. Registration information is confidential.

### **Smoking and alcohol**

Smoking and the consumption of alcohol is not permitted in the CS.

### **Personal belongings and children**

We cannot assume responsibility for your belongings. Please keep valuable items with you. Parents are responsible for keeping track of and controlling their children. Please don't leave them unattended.

### **Medical and injuries**

If you have a medical condition that needs special consideration, i.e., heart condition, recent surgery, or pregnancy, please tell the staff. All medical information will be written on your registration card and is confidential.

### **Pets**

We understand pets are part of your family, but our shelter may not be suitable for them. Tell us about your pets and we can help locate a temporary home for them where they will be well looked after. Registered Guide/Hearing Dogs are allowed within the CS.

### **Bulletin boards**

Updates and bulletins will be put on a notice board for your information.

### **Volunteering and help**

Evacuees are encouraged to help in the CS. Speak to the staff if you can help.

### **Telephones**

We encourage you to tell a family member or friend where you are and ask them to tell others that may be worried about you. Please be considerate when using a mobile phone by speaking quietly.

### **Community Shelter(s) coordinator**

Please listen to the coordinator and staff. They are the officials in the CS.

## **Evacuee information sheet continued**

### **Problems and complaints**

Please direct all comments about the CS operation to the coordinator.

### **News/media**

News/media often visit the CS during an emergency. They may request interviews or photographs; however, they must ask your permission first. It is your right to refuse. Please report any problems or questions about the media to the coordinator.

### **Special needs/requirements**

If you have any special needs, i.e. diet, health etc., please let the staff know.

**If you require further information please ask any of the staff.**

## Annex K – Communications, warning and informing

Method	Location (If applicable)	Contact / Responsibility	Additional information
Notice boards	Village Hall and or Christchurch	CRT Leader	
Local meeting	Inside Village Hall	CRT Leader	
Community leaflets	Via Brentor News and Brentor village website	Brentor News Editorial team/Colin Dawes	
Telephone cascade system	Via Parish Council and Brentor Community Support Group	CRT Leader/Helen Harris	
Door knocking	Ad hoc – as and where needed by volunteers organised by CRT Co-ordinator	CRT Leader	

Key information such as road or school closures are usually reported on local radio.

Station	Frequency	Website
BBC Radio Devon	FM: various; MW: 801 & 990 kHz; DAB; Freeview channel 720 (Devon only)	<a href="https://www.bbc.co.uk/sounds/play/live:bbc_radio_devon">https://www.bbc.co.uk/sounds/play/live:bbc_radio_devon</a>

## Annex L – Plan distribution

Organisation	Contact details	Number issued
Brentor Parish Council	[REDACTED]	8

## Restricted

Organisation	Contact details	Number issued

## Annex M - Glossary

### Acronym/Term Definition

Bronze Command	Operational Command
CEP	Community Emergency Plan
CERT	Community Emergency Response Team
CS	Community Shelter
DCC	Devon County Council
EA	Environment Agency
CS	Evacuation Assembly Point
EBC	Evacuation Briefing Centre
EP	Emergency Plan
Evac	Evacuation
FAZ	Flood Action Zone
FCP	Forward Command Post
Gold Command	Strategic Command
GR	Grid Reference
HLS	Helicopter Landing Site
ICP	Incident Control Point
LHA	Local Health Authority
WDDC	West Devon District Council
NHS	National Health Service
SAR	Search and Rescue
SDP	Sandbag Distribution Point
SDP Controller	Manages the filling and distribution of sandbags
Silver Command	Tactical Command

## Annex R1 – Vulnerable people within the community

Name / Organisation	Telephone number	Address	Additional information
Held by Brentor Community Support Group	[REDACTED]		[REDACTED]

This list may change. People not considered vulnerable may become vulnerable during and emergency. Therefore, make a list following an emergency and give it to the emergency services and welfare agencies as soon as they arrive.

Annex R2 - Key contacts list (not for general distribution)

Name	Telephone number	Additional information
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]