

# **MILTON DAMEREL PARISH EMERGENCY PLAN**

In 1963, many communities in South West England were cut off for up to six weeks by deep snow drifts. In October 2008 the village of Ottery St. Mary suffered flooding on a scale never recorded before.

In August 1952, twelve people died in a flash flood in Lynmouth. These incidents were unexpected – occurring in areas not prone to natural disaster.

The aim of this plan is to ensure that the residents of Milton Damerel are prepared, insofar as it is possible, for emergencies that may threaten the community.



## Distribution

Copy	Holder	Name	Remarks
1 - 7	Parish Council		
8	Parish Clerk	Lorraine Buttery	
9	Team Coordinator	Roger Lawes	
10	Team Secretary	Kate Moyse	
11	Team Member	Clifford Fishleigh	
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13	Team Member	Steve Moyse	
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15	Team Member		
16	Team Member	John Webb	
17	Team Member	Christian Whitley	
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19	Torrige District Council		
20	PCSO	Raquel Rowe	

## Amendment List

Date	Page	Reason for Amendment	Changed by
20 Oct 15	-----	AL 2 dated 25 October 2013	Incorporated
20 Jan 16	All	Plan Review	RL

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\* Annex H held by ERT Co-ordinator only

\*\* Annex G maintained and updated by the Parish Council

## Introduction

1. An emergency/major incident is any event or circumstance that causes or threatens death, injury or widespread disruption to the local community, or damage to property or to the environment. A Parish Emergency Plan (PEP) has been prepared and an Emergency Response Team (ERT) set up to cover such an event.
2. Activation of the Parish Emergency Plan will presume that the effects of the emergency, wholly or partly, cannot be dealt with by the emergency services, local authorities and other organisations as part of their **normal** day-to-day activities.

## Aim

3. The aim of this plan is to facilitate action by the community to respond to an emergency in conjunction, where necessary, with the action and plans of emergency services and other responding agencies.

## Emergency Response Team (ERT)

4. Under the direction of the Parish Council, the ERT will co-ordinate action by the community. The team will also be responsible for keeping the plan up-to-date. Details are at Annex A.

## Plan Activation

5. The plan will normally be activated by the Chairman or Vice Chairman of the Parish Council in consultation with the ERT. It is likely that there will have been considerable discussion and preparation prior to activation. In exceptional circumstances, any member of the ERT may activate the plan.
6. Sequence of events and "Standard Procedures" are at Annex B.
7. Log sheet is at Annex C.

## Background

8. Milton Damerel is a country parish with no clearly defined centre of population. It is a rural area covering eight square miles (1,800 hectares). It contains six hamlets of varying sizes.
9. The terrain is rolling countryside used mainly for dairy farming and cattle/sheep grazing. There is a commercial centre at Holsworthy Beacon ("dormant" as at June 2016) and a garage and motor vehicle repair workshop at Horrelsford. An extensive holiday time-share complex is located at Woodford Bridge - qv.
10. As at June 2016, the population is about 450.

## Areas of Population

11. Although there is no clearly defined centre of population there are, however, some hamlets with higher population density:
  - a. Strawberry Bank
  - b. Town Farm
  - c. Venn Green
  - d. Woodford Bridge
12. Woodford Bridge Country Club. This hotel/holiday facility accommodating up to 250 people (guests and staff) is a significant area. Whilst largely self-contained insofar as our snow

scenario risk (see para 17 below) is concerned it must be considered by the ERT on plan activation.

## Lines of communication

13. Milton Damerel is crossed by one major road – the A388 which leads to Holsworthy five miles to the southwest and to Bideford thirteen miles to the north. Numerous minor roads and lanes bisect the area. Many are narrow with high banks/hedgerows and are difficult for large emergency vehicles to negotiate.

14. Potential helicopter landing sites abound, however, telephone and electricity cables are numerous and two major pylon lines cross the area.

## Focal Points

15. Woodford Bridge, Horrelsford Garage, Holsworthy Beacon X roads, Venn Green X roads, Strawberry Bank, Parish Hall, Holy Trinity Church, Methodist Chapel, South Wonford Telephone Box<sup>1</sup>.

## Risk Assessment

16. Risks to the community identified by the planning team are listed at Annex E.

17. Whilst no situation should be ruled out, the most likely scenario to affect Milton Damerel is heavy snow over a protracted period whereby the community is cut off for several days or more. With the possibility of prolonged loss of electricity and water supply this could result in genuine hardship and suffering for some areas of the community.

18. In general, the response to any emergency will be similar – regardless of the cause: the plan will be adapted to suit a given situation.

## Community resources

19. A list of potential manpower resources, individual's skills and equipment is at Annex H. Publication of this annex is restricted: the only copy to be held by the ERT Coordinator.

20. Individual skills include:

- Medical and First Aid
- Catering
- Engineering
- HGV drivers
- Administration
- Electrical
- Plumbing
- Emergency services

21. Equipment includes:

- Heavy lift
- Tractors (lots)!
- 4x4 vehicles
- Pumping equipment
- Water bowsers
- Chain saws
- Power generators

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<sup>1</sup> Situated within Thornbury Parish, but a useful landmark.

Portable heating and lighting  
Horses!

22. Priority resources. A worst case scenario will require careful husbandry of critical resources, viz. vehicle fuel, heating oil, drinking water and food. Conservation of these items will be determined by the nature of the emergency. Action by the ERT will be necessary at the earliest stage.

## Accommodation

23. Partial or extensive evacuation of properties may be necessary, and temporary accommodation required to house evacuees and others. Neighbours will be called upon to assist individuals, however, the following locations offer collective accommodation and shelter:

- a. Woodford Bridge Country Club
- b. Milton Damerel Parish Hall
- c. Holy Trinity Church - limited
- d. Milton Damerel Methodist Chapel
- e. Holsworthy Beacon Commercial Site

24. Other than the Woodford Bridge Country Club, beds and bedding will have to be provided from within the local area.

## Communications

25. Loss of normal communications is highly likely. Cordless landline equipment and mobile telephones need electricity, although normal landline should continue to function. Generators listed at Annex H will be critical for providing the power supply to charge mobiles. Also listed are hand held radios.

26. In extremis, horse owners may be called upon to act as messengers.

## Medical

27. Medical aspects include provision of First Aid, access to treatment and medication. Known medically trained persons are listed at Annex H.

28. Long term health requirements (care, medication, treatment such as dialysis etc) must be considered at the earliest stage – see paras 27 and 28 below. Where necessary, evacuation by air will have to be considered.

29. Due respect must be made to Health and Safety rules, however, sound judgment and common sense will take priority.

## Vulnerable Groups within the Community

30. It would not be viable to maintain a list of individuals or groups of people living in the parish who may be considered to be vulnerable. In the event of activation of the plan the ERT is to establish a list, as a priority, according to the nature of the emergency.

31. Information should be provided to emergency services and welfare agencies as required.

## Housing List

32. At Annex G is a list of housing within the parish area. The list will be maintained and kept up to date by the Parish Council Clerk.

## Public Information

33. Any instance requiring activation of the emergency plan will attract media interest. Even if the community is cut off by snow – the media will still manage to get through!! Press coverage of an incident must be directed to the advantage of the community and not be allowed to hinder the work of the ERT.

34. Contact with the media should be focused through either the Parish Chairman or the ERT Coordinator.

## Security

35. By its very nature, the Emergency Plan will normally only be activated in extreme circumstances. It follows, therefore, that the situation may be complicated or exacerbated by factors resulting in fears for personal security and the breakdown of law and order. This aspect will be a consideration for the ERT at an early stage of the respective incident.

## Plan Maintenance

36. The ERT will review the plan annually, however, amendments to reflect changing circumstances may be made at any time.

37. When updating pages of the plan it is important to ensure that the removed pages are returned as this will help ensure that all copies of the plan are correctly updated.

## Other Agencies/Contacts

38. A list of other agencies/useful telephone contacts is at Annex D.

## Emergency Response Team (ERT)

1. Under the Coordinator, the ERT will:

- Annually: ensure that the Emergency Plan is reviewed and updated where necessary - reporting to the Parish Council accordingly.
- In an emergency : coordinate implementation of the Emergency Plan:
  - Implement such measures as are dictated by the nature of the emergency.
  - Act as a focal point for the community.
  - Provide a contact point for District and County Councils and the emergency services.
  - Ensure that the appropriate authorities and individuals are notified.
  - Allocate/direct resources as required.

2. As at June 2016, the ERT members are:

Name	Telephone (01409)	Email	Specific Responsibility
Roger Lawes	261760 (07747 396094)	rogerjlawes @hotmail.com	Coordinator
Kate Moyse	261151 07799433400	katerichardson1979 @hotmail.co.uk	Secretary
Clifford Fishleigh	261207	fishleigh@outlook.com	Liaison with farms
Christian Whitley	261792 07771932595	christian.whitley @btinternet.com	Deputy Coordinator
<b>Gary Flack</b>		<b>gary_flack@yahoo.com</b>	<b>Medical</b>
Steve Moyse	261151 07966671543	stevemoyse@hotmail.co.uk	
Trevor Sanders	261212 0797500926	sanderstrevor90 @yahoo.co.uk	Mechanical & Transport
John Webb	261301	johnw544@msn.com	Communications Liaison with Torridge DC

### Cascade System

3. For rapid dissemination of information and speed of communication – each team member to contact the name below his/hers. If no response, skip to the next member. John Webb to inform Coordinator on receipt of message.



## Standard Procedures

### Action on Call out

1. Call out of the ERT will include details of where to meet and other relevant information.
2. The meeting place - and subsequent Operations Centre (Ops Centre) - will be the location best suited to dealing with the emergency. Ideally, it will be at the home of an ERT member – thus providing material support, telephone, food and sustenance etc for the initial period of the emergency. Space, communications and ease of access will also be factors affecting selection.
3. On call out, members of the ERT should meet at the appointed rendezvous as soon as possible. They should:
  - a. Where applicable, tell their own family members where they are going.
  - b. Be dressed and equipped to suit the emergency; for example:
    - Suitable clothing
    - Spare clothes
    - Mobile telephone
    - Flask with hot/cold drink
    - Torch
    - In winter, if driving, ensure car is equipped with blankets, snow shovel, water, chains etc.

### Priorities/Tasks

4. Once assembled, the ERT will establish priorities/tasks to suit the particular emergency. It is important that this is done sensibly in order to avoid wasting time and effort. In all instances the primary aim of the ERT will be to save lives and/or prevent further suffering. The resulting modus operandi will be tempered by the nature of the emergency, however, there will usually be a common pattern.
5. The Parish Council, or other local government body, may set objectives or propose/state conditions to be followed.
6. Typical actions will be:
  - a. Assess overall situation – take any immediate action.
  - b. Establish priorities:
    - Individuals at immediate risk
    - Protection of population
    - Needs of vulnerable people
    - Medical requirements
    - Evacuation requirements
    - Warnings to residents
    - Welfare of livestock<sup>2</sup>
  - c. Allocate tasks (to team members).
  - d. Initiate action as necessary.
  - e. Alert/contact specialists within the community.

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<sup>2</sup> Although a low priority for the ERT this will be a major concern for farmers, however, they will usually be expected to coordinate help for themselves.

- f. Inform/update other agencies – Council, Emergency Services etc.
- g. Assess human resources available – as per Annex H.
- h. Assess equipment resources – as per Annex H.
- i. Assess material resources – food, fuel, and water, medical.

## Safety and security

7. The safety and well-being of members of the ERT is paramount. The given situation will dictate what safety measures should be taken: this will be especially important in the extreme weather scenario. This requirement will be subjective and will take into account weather conditions and hours of daylight available. Risk to ERT members must be kept to a minimum and balanced against the nature of the emergency.

8. Unless the situation is benign in nature members are to deploy in pairs rather than alone. The location chart at Appendix 1 is to be maintained in the Ops Centre with ERT members booking out and in as necessary.

## Routine

9. Once the ERT has established itself a log is to be maintained. Team members in rotation will be tasked to maintain the log and oversee the routine of the Ops Centre. Individuals will provide input to the log as necessary.

10. When deployed from the Ops Centre ERT members are to:

- a. Book out recording details of task, location, vehicle type and registration, mobile number and ETR.
- b. Have their mobile telephone with them.
- c. Be dressed according to weather conditions.
- d. Report “ops normal” as requested by the Ops Centre.

11. Any visitors, Emergency Service personnel, media representatives et al should be taken to the ERT Coordinator on arrival at the Ops Centre. It is especially important that media people are supervised.

## Movement of People

12. If there is a need to evacuate people from their own homes it is likely that they may be elderly and /or physically handicapped. Care must be taken to avoid putting them in greater danger or discomfort. Use neighbours to help and keep the Ops Centre informed.

13. Medical requirements of individuals must be considered.

**ERT Location Chart**

Name	Location	Time out	Time in	Task
Roger				
Christian				
Clifford				
John				
Kate				
Steve				
Trevor				

# Action List / Log Sheet

1. All relevant actions and incidents are to be recorded to support decisions made and/or action taken.

2. Consider:

- The situation – and any immediate action to be taken
- Call respective emergency services as may be available
- Consider priorities:
  - Individuals at immediate risk
  - Protection of population
  - Needs of vulnerable people
  - Medical requirements
  - Evacuation requirements
- Alert/contact specialists within the community
- Allocate tasks to team members
- Establish contact with other agencies – District/County Council, Emergency Services etc

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Page No:** \_\_\_\_\_

Date/Time	Action	Initials

*Continuation sheet/*

**Name:**

**Date:**

**Page No:**

Date/Time	Action	Initials

## Contacts List

Name/Agency	Telephone	email	Remarks
Parish Council (Clerk)	01409 282956	miltondamereplc@hotmail.co.uk	
Emergency Services: <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire</li> <li>• Ambulance</li> </ul>	(Other than 999) 08452 777444		NB.Takes up to 40 min to call police.
Medical: NDDH A & E Holsworthy Hospital Health Centre NHS Direct Penbodes Locke & Preston Shebbear Surgery Blake House surgery Flu Info line	01271 322577 01409 253424 01409 253692 08454 4647 01409 253418 01409 241539 01409 281221 0844 8151362 0800 1513513		No A & E  Veterinary Veterinary
Devon CC	01392 382000	www.devon.gov.uk	
Torrige DC	01237 428700		Switchboard
Anti Terrorism	0800 789321		
South West Water	01392 444005		
Western Power	0845 6012989		
Highways Agency	08457 504030		
SWEB	0800 365900		
Environment Agency	0845 9881188		
RSPCA advice line	0300 1234999		
DEFRA	08459 335577		
S J Sluggett	01409 261457		
Sanders Garage	01409 261212		
Holsworthy College	01409 253430		
Holsworthy Primary	01409 253700		
Bradworthy Primary	01409 241365		
Bradford Primary	01409 281432		
Black Torrington Primary	01409 231262		
Shebbear Primary	01409 281220		
Waitrose Holsworthy	01409 255460		
Morrisons Bude	01288 355568		
White Hart Pub (catering)	01409 253475		
Catering (Thornbury)	01409 281959		
Woodford Bridge C Club	01409 261481		
<b>Local Radio Stations</b>			
Radio Devon	94.8/ 95.7/ 95.8/103.4/104.3		
Atlantic fm	105.1/ 107		
Pirate fm	102.2/ 102.8		
Heart	96.4/96.6/ 97/ 103		

## Risk Assessment for Milton Damerel

Risk	Likelihood	Severity/Impact	Consequences / Effects	Remarks
Flood	Possible	Minor	2 properties at risk. Temporary blockage at 4 sites on parish roads and 2 on main road - A388	Risk insignificant
Snow and ice	Probable	Usually minor. Severe if for extended period	Traffic accidents, disruption to transport and power supplies, welfare of livestock, isolation of people.	Most likely scenario for activation of Parish Emergency Plan
Storm/wind	Probable	Occasionally severe	Individual properties – settlements – infrastructure	
Contamination	Possible	Locally severe.	Movement restrictions between localities.	Traffic incident. Industrial/commercial incident.
Fuel/chemical spillage	Possible	Locally severe	Temporary disruption to road movement and domestic environment	
Fuel spillage – Horrelesford Garage	Possible	Locally severe	Temporary disruption to road movement and domestic environment	Covered by garage emergency plan
Aircraft crash	Possible	Locally severe	Individual properties – settlements – infrastructure	
Pandemic	Possible	Varies.	Individuals, families, groups and livestock.	May be prolonged
Power loss	Probable	Severe if for an extended period	Individuals, families, groups and livestock.	Temporary supplies subject to fuel and distribution.
Fuel shortage	Probable	Severe if for an extended period	Impact on private cars, domestic heating, farm machinery and livestock	As a result of national or international supply problems
Food shortage	Possible	Severe if for an extended period	Impact on households and livestock	As a result of national or international supply problems
Water shortage	Possible	Severe if for an extended period	Impact on households and livestock	Temporary supplies subject to extraction and distribution.
Criminal activity	Improbable	Locally severe		
Terrorist activity	Improbable	Locally severe		
Armed conflict	Improbable	Severe		

There is a presumption that the emergency services can respond appropriately in all but the most extreme cases. Only if the community is required to act in isolation will the procedures set out in the Emergency Plan apply.

## Communications

1. In any emergency, effective communications will be essential for co-ordinating action and for dissemination of information. Methods will differ, according to the nature and circumstances of the emergency. Ideally, normal facilities can be used such as postal, telephone (land-line and mobile) and email. In an extreme situation it is likely that some or none of these will be available and, therefore, alternatives will have to be considered.

2. The rural nature of the Parish dictates that communicating will not be easy – given the isolation of some habitations. Word-of-mouth can be used within the individual hamlets. Elsewhere, information and instructions will have to be passed by messengers on foot, by vehicle or by horse riders.

3. 2 way radios are listed in Annex H. They will be useful for communication between members of the ERT.

4. Parishioners will be encouraged to “stay in and tune in” – information may be passed by local radio stations – as listed below:

<b>Local Radio Stations</b>	
Radio Devon	<b>94.8/ 95.7/ 95.8/103.4/104.3</b>
Atlantic fm	<b>105.1/ 107</b>
Pirate fm	<b>102.2/ 102.8</b>
Heart	<b>96.4/96.6/ 97/ 103</b>

5. Communication outside the Parish in the event of a complete failure of normal facilities will have to be achieved through couriers on foot, horseback or vehicle contacting the nearest centre of habitation which has effective communications.