



## Home Emergency Plan

Past experience has shown that the people of Bridestowe are very supportive of each other in the event of a crisis. However, the Civil Contingencies Act 2005 suggests that parish councils prepare a contingency plan for self-help in case of an emergency. Nearly all emergencies affecting our community will normally be dealt with by the emergency blue light services, local authorities and major utility companies. However, there may be very rare occasions when the community will have to help itself, for example heavy snowfall that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on Bridestowe residents.

Bridestowe's Emergency Plan is a comprehensive document aiming to include information and contacts that will:

- Provide a co-ordinated response from the local community
- Identify key contacts and resources within the locality that may assist the emergency services and the local authority
- Assist the emergency services in identifying an initial place of safety for residents should an evacuation of properties be necessary
- Identify the location(s) of vulnerable groups of people that may require additional assistance e.g. schools and residential homes
- Identify local hazards within the community
- Assist in keeping residents within the parish informed of the situation

**This leaflet** is Appendix A of the Emergency Plan and gives some general information and describes some possible emergencies. However its primary function is to encourage **you** to think through your response in the case of an emergency with sections for you to record important information.

## Initial Actions

If anyone is aware of serious incident happening or threatening, then inform the Emergency Services via 999 providing this information:

Your name  
Your contact number  
Full details of the incident  
Exact location of the incident  
Emergency Service requested  
Estimated casualties  
Hazards and road blockages

**Then** contact the Parish Council Emergency Response Team (PCERT)

1. Contact the Emergency Co-ordinator:

Alison Young (Parish Council Chair) 861157

The Parish Council Initial Response Team will be alerted

Pete Daniels (PC clerk) 861224  
Bill Thirtle 861256  
Jo Pritchard 861114  
John Leonard 861230  
Rob Bickle 861241  
Terry Pritchard 861151  
Gayle Leando 861161

If the Emergency Co-ordinator is not available, contact **any** of the Initial Response Team.

### Primary Assembly Point

All volunteers who are willing to help in the emergency will be informed where to meet. If appropriate this could be

EITHER the Methodist Church Hall, bringing mobile phones with them.  
Key holder/main contact Brian Maddaford 861402  
OR the Bridestowe Village Hall which has cooking, washing and toilet facilities. There is a telephone.  
Main contact: Esther Winter 861111

The helicopter emergency landing site in the Sporting Green may well be used and a member of the response team will ensure it is kept clear, day or night.

## **POSSIBLE EMERGENCIES:**

### **1. Snow and Ice:**

This could result in fallen trees, supply disruption of power and other utilities, blocked roads and failure of public transport.

- Contact should be made with the service supplier/s, to:
  - Report the loss of service;
  - Obtain an estimate of time when the service would be restored. (If reconnection is likely to be delayed, the supplier/s should be asked to institute emergency measures to assist the community in dealing with the situation until normal service is resumed).



The Parish Council has established a volunteer Snow Warden Scheme. This will deal primarily with salting secondary roads and known black spots and pedestrian routes, which are not covered by Devon County Council. Rob Bickle is the designated snow warden.

### **2. High Winds and Loss of Power and Communications:**

Much of the local medium-voltage power and telecommunications networks, both outside and within certain areas of the town/parish rely on overhead cabling. Localised outages are therefore to be anticipated during exceptionally windy weather. Mobile phone coverage in the parish is patchy, and will not always therefore be able to provide backup in the event of wired network failures.

Contact should be made with the service suppliers - (see Contact list)

Extreme high winds may also cause disruption - including blocked roads - due to fallen trees and other minor structural damage to building.

### **3. Road Traffic Accidents or Aircraft Crash:**

This would probably be only a short-term problem before the Emergency Services would take over, but hot drinks etc., could be available in all areas, provided by local household volunteers.

### **4. Major Pollution or Contamination Incident:**

Management of such an incident is technically specialised, and appropriate response by the Parish community would thus be confined to communication and observance of any measures recommended by the Environment Agency, Police and other Emergency Services.

### **5. Water Supply Outages:**

Management is a specialised technical function of the utility supplier (South West Water), but effectiveness of health warning will be assisted by good communications within the local community.

## 6. Flooding:

Widespread or sustained flooding in the village centre is unlikely, however, flooding may develop from exceptionally intense storm events ("flash flooding") and/or blocked culverts and drains. Although flash flood events are - by their nature - impossible to anticipate, damage due to other types of flood may be mitigated by sand-bagging to property entrances, etc. A supply of sand and sandbags is available through the Parish Council for this purpose. A large dumpy bag of sand is in the corner of The White Hart car park with empty bags.

## 7. Pandemic

In anticipation of an announcement from the Government of a pandemic the Parish Council will bring together a team comprising of those with the skills needed to manage any actions deemed necessary, each with specific responsibilities and with input from local healthcare professionals. They will implement measures that will:

- ensure all parish residents receive a leaflet with contact details for those requiring assistance
- compile a list of volunteers detailing services they can provide
- appoint a coordinator who will match those requiring help to providers
- put up appropriate NHS notices on village noticeboards, website and social media
- ensure that the needs of identified elderly, infirm, disabled or special needs people needs are met
- use the monthly newsletter will be used to update residents. The 'pandemic' team will hold regular virtual meetings to review the situation and will endeavour to be in line with Government directives



## Home Emergency Plan : General points

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 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.**

<b>Station</b>	<b>Frequency</b>	BBC Radio Devon
<b>Website</b> 96.0MHz	<a href="http://www.bbc.co.uk/sounds/play/live:bbc_radio_devon">www.bbc.co.uk/sounds/play/live:bbc_radio_devon</a>	

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

#### **Household Contact Details**

Name	Mobile	Work
1.		
2.		
3.		
4.		

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)

***In any emergency it would be useful for all households to know how to turn off water, gas and electricity supply to their home.***

**How do you turn off the following? Who in your household is responsible?**

Electricity:-

Gas:-

Water:-

### **KEY CONTACT NUMBERS**

#### Emergency Telephone Numbers

Emergency Services	999	Doctor	01837 52233
NHS Direct	111	School	01837 861361
Local Police Station			
Non-emergency	101	Home Insurance	.....
Local Authority	01822 813600		

#### **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 What are the risks to your home and the surrounding area? Are you at risk of flooding?

To find out if you live in an area at risk from flooding, visit [www.gov.uk/prepare-for-a-flood/find-out-if-youre-at-risk](http://www.gov.uk/prepare-for-a-flood/find-out-if-youre-at-risk) 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.

If you are in an area that may flood, have sandbags and boards ready to help stop water entering through doors or air bricks.

**Notes:**

Q2 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.

**Notes:**

Q3. 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.

**Notes:**

Q4. What are the emergency procedures at your children's schools?

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.

**Notes:**

Q5. 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?

Does your Parish Council have a support scheme in place and are vulnerable neighbours aware of it?

**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. ICE Contact Number

The emergency services are trained to check for a person's ICE contact number which stands for 'In Case of Emergency'.

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.

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.

**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

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.

**Notes:**



Q12. 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?

**Notes:**

Q13. Have you installed smoke detectors and a carbon monoxide detector? When did you last check them?

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.

**Notes:**

Q14. Have you got adequate home insurance? Who is your insurance provider and what is your insurance policy number?

**Notes:**

Q15. 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.

**Notes:**

Q16. 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 carry this list at all times, for example on a card in your purse or wallet, or mobile phone.

\*If you have a 'smart' mobile phone, you could download the NHS Direct App form .

**Notes:**

## **Your emergency supplies**

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!

### **These are things you probably carry at all times:**

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.

### **If you have to remain in your home or become isolated, make sure you have the following items:**

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 is 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.

Keep important documents and computer information in ONE safe place and make sure you can grab these items quickly if you need to.

***Don't forget - does a friend or family member have spare keys should you lose yours?***

### **Items for pets and assistance animals**

Contents will depend on the type of pet, but you may need to grab:

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).

## **Items in the car**

In case of an emergency always carry in your car (in addition to the things you probably carry at all times):

Blankets

Torch

Map

First Aid Kit

Shovel and de-icer in winter conditions.

Warning triangle and fire extinguisher (recommended).