

# **<sup>1</sup>THE KNOWSTONE EMERGENCY AND PREVENTION PLAN**

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<sup>1</sup> Plan author and updates. A Parry Knowstone Parish Council.  
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## **1. Purpose and scope.**

The purpose of the plan is to provide structure and leadership giving details of key contacts, skills, resources and equipment.

The plan details the actions and related processes to be exercised by the Parish Council and the community as whole where an emergency or major incident occurs in the village.

It also identifies prevention measures and actions that are and can be taken on a regular basis to minimize the impact of an incident or emergency which includes regular general maintenance with an emphasis on community self-help.

The scope of the Knowstone Emergency and Prevention Plan covers the area of the parish, but some emergencies may cover a wider area and therefore it is important to be able to work with adjoining parishes when necessary.

## **2. Plan Activation**

The activation of the plan is the responsibility of the Chairman of the Knowstone Parish Council in consultation with the Vice Chairman and the Parish Clerk.

The full plan is to be activated if the incident threatens serious damage to human welfare, property or to the environment.

## **3. Emergency and Major Incidents.**

**In extreme circumstances where immediate assistance is required the priority is to call the emergency services (999 or 112 mobile if life threatening) in the first instance.**

However, the first line of support in an emergency situation can be the local community who have intimate knowledge of the area and its residents.

They have the ability to provide the initial response bearing in mind the time it would take for the emergency services to arrive on the scene.

**In such cases make contact with the Emergency Plan Co-ordinators.**

In some conditions such as heavy snow, flooding and even fire, there is a possibility that the emergency services may not be able to reach the scene immediately.

In these circumstances, the initial response may rely entirely on local people. Although there is always a degree of self-help and helping one's neighbours there may be situations where there is a need to co-ordinate such activities to minimize the impact and hence the need for a plan.

#### **4. Hazards.**

The areas of risk where the plan could be activated are:

- Extreme weather conditions e.g. snow, ice, flooding
- Damage caused by high winds e.g. fallen trees, structural damage, power lines.
- Fire e.g. property, woodland, moorland
- Pollution e.g. oil spillage etc.
- Major traffic accidents and heavy vehicle breakdowns and blockages.
- Electricity power cuts.
- Vulnerable people
- Vulnerable livestock

#### **5. Roles and Responsibilities.**

##### **Co-ordinators**

- To advise and help prepare the community for a response in the event of an emergency.
- Assess local problems that may arise in the event of an incident or emergency.
- Identify vulnerable local residents such as the elderly who may require assistance.
- To determine the capabilities of the community to care for itself during an emergency in the absence of support from the emergency services.
- To prepare and maintain the Community Resources Register.
- (See Appendices)
- Ensure parish councillors and volunteers are fully aware of their roles in an emergency.

##### **During a major incident**

- Assess the situation within the community.
- If isolated, co-ordinate some immediate self-help recovery.
- Determine the scale of the incident and the skills and resources required
- Activate and organise the skills and resources available in the community.
- Report the local situation to Devon County Council Emergency Planning depending on the scale of the emergency.
- Establish and maintain contact with the emergency services or other organisations in order to provide local knowledge etc. as and when they are able to respond to the incident.

##### **Parish Councillors and Volunteers**

- To assist the Co-ordinators in identifying and activating volunteers.
- To take part in exercises arranged to test the cascade call out system
- To assist the Parish Council in dealing with any emergency which may affect the community.

## **6. Village Skills and resources.**

A detailed list of the village's skills and resources will be held by the Parish Council

## **7. Vulnerable Residents.**

It is the responsibility of all to look after the more vulnerable people in our community whether they are near neighbours or not to ensure they are safe and informed in the case of a major incident.

## **8. Facilities.**

The Village Hall will act as the Control Point and Communications hub.

The Village Hall will also be the village assembly point if this is needed in emergency.

In case there is a need for an evacuation and to provide a place of refuge the Village Hall will be made available.

The Church is an alternative facility, which can be made available if necessary

## **9. Communications Cascade.**

Once the decision is made to activate the Emergency Plan the co – ordinators will call the respective councillors and volunteers, who have specific duties, to attend the scene of the incident or stand by for further instructions.

The co-ordinators will contact the emergency services to set up a line of communication to provide relevant information, advice and guidance.

The co-ordinators will also contact the various agencies and local authorities depending on the nature of the incident. *Emergency contact list in appendix 7 - Secondary contact list in appendix 8*

The co-ordinators will manage the control point and act as the communications hub throughout the emergency.

The co-ordinators will maintain an incident log recording calls, issues and actions (Incident - Date – time – co-ordinator - actions – contacts - complete.)

## **10. Prevention Measures.**

There are a number of things the residents and the community as a whole can do to minimise the impact of any incident and help to prevent them occurring in the first place. The following is a self-help list and points, which highlights a number of prevention measures.

## **Fire**

Obvious checks on smoke alarms and ensuring that fire extinguishers are serviceable and ready to hand. The Fire Service will run checks for the more vulnerable people in the community to ensure sufficient precautions and alarms are in place and operational.

Checks and testing of electrical circuits and wiring are also important to ensure they are safe. Electrical faults are a major cause of fires.

Regular sweeping of chimneys in thatched houses and cottages is an essential precaution in avoiding major fires.

## **First aid/CPR training**

The Parish Council will organise some first aid and CPR workshops periodically to ensure that there is a reasonable spread of basic skills in the community and will encourage those who wish to become First Responders.

## **Flood**

With the limited support from the Local Authority there is much that the local community can do in maintaining drains by removing sediment and debris on a regular basis. Also ensuring ditches are not blocked and keeping pipework clear so that in periods of heavy rain there is a better chance of managing the water run off and minimising flood risk to properties.

## **Ice and Snow**

There are several salt bins around the village and the spreading of salt on high usage areas for both vehicles and pedestrians, as many in the community already do, helps to minimise accidents in such conditions.

In case of heavy falls of snow obviously it is helpful to clear the critical areas around the village.

## **11. APPENDICES**

### **Emergency Plan Co-ordinators.**

<b>Name</b>	<b>Role</b>	<b>Phone</b>
<b>John Pomfret</b>	<b>PC Chair</b>	<b>07802 423844</b>
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