

YEALMPTON PARISH EMERGENCY AND FLOOD PLAN

**IN EMERGENCY READ PAGE 1 AND
FOLLOW THE INSTRUCTIONS**

**THE INSTRUCTIONS MAY NEED TO BE
MODIFIED TO MEET THE SITUATION POSED
BY THE EMERGENCY**

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PLEASE READ ON RECEIPT

**THE MORE FAMILIAR YOU ARE WITH THE PLAN THE BETTER ABLE YOU WILL
BE TO RESPOND TO AN EMERGENCY**

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ACTIVATION OF THE PLAN

1. Aim. The aim of this plan is to allow the community to assist in an emergency when the normal Emergency Services response is either delayed or overwhelmed. It is not intended to replace the role of the Emergency Services and partner agencies but will ensure that a coordinated response can be made.

2. Activation of the Plan. The most likely event that will impair the ability of the Emergency Services to respond is severe weather such as snow, ice and storms that lead to power and communications loss, restricted access and localized flooding.

Therefore this plan may be activated if:

- a. The Emergency Services have been contacted and have indicated that there will be some hours delay in assistance reaching the village
- b. Contact with the Emergency Services is impossible.
- c. Villagers have been forced from their homes and temporary shelter is required until South Hams District Council officers are able to assist with rehoming

3. Action Of First Councillor Involved. Once any Councillor is aware that it may be necessary to activate the plan he/she should contact the Chairman, or in his/her absence the Vice Chairman. **Guidelines for the first Councillor involved are at Annex A**. Note particularly the type of report needed as it will be useful for the Emergency Services when they are contacted.

4. The Chairman's Response. The Chairman (or Vice Chairman) will review the situation with the reporting Councillor, and, if it is needed, will activate the plan. **Guidelines for the Chairman's response are at Annex B**

5. Handover. Once the normal Emergency Services and Local Authority (ES&LA) response reaches Yealmpton the Chairman will brief them on the situation and discuss how the Parish response team will handover to them. Once handover is completed they will hold a final emergency meeting of Team leaders to arrange the closing down of the Parish Council operation. The first ES&LA responder to reach the village will probably be a single Police vehicle, which will become the Forward Command Point for the ES&LA operation, so the Parish Council response may need to continue operating until the full ES&LA response reaches the village.

6. Recovery. Once the Parish Council emergency response has been closed down the Chairman should contact the Lead Officer of South Hams District Council to discuss the role of the Parish Council during the Recovery Phase, and a suitable Councillor should be appointed to represent the Parish.

GUIDELINES FOR THE FIRST COUNCILLOR INVOLVED

1. The first Councillor to become aware that an emergency has occurred in the Parish, but that there are problems in contacting the Emergency Services or that it may take some time for outside help to arrive, should obtain the following information from whoever reports the incident.
 - (1) **Casualties** - approximate number
 - (2) **Hazards** - present and potential
 - (3) **Access Routes** - for emergency services
 - (4) **Location** of major accident hazard
 - (5) **Emergency Services** present and required
 - (6) **Type** of incident
 - (7) **Start a Log** (**ANNEX C**, page 6)

2. Contact Chairman or Vice Chairman of the Parish Council and provide them with a situation report and discuss the need to activate the Plan.

NOTE: If telephone system is not working, and it is safe to do so, go and visit the Chairman or Vice Chairman of the Parish Council and report the information you have and discuss if there is a need to activate the Emergency Plan.

3. If the first Councillor to be involved knows that the Chair and Vice Chair are not in the Parish, cannot contact them, or finds both are absent when visiting, they should phone or visit one or two other Councillors and decide if the Plan needs to be activated in the same way the Chairman would. See Annex B, Page 5

GUIDELINES FOR THE CHAIRMAN OR VICE CHAIRMAN RESPONSE

1. Review And Decision. The Chairman (or Vice Chairman) will review the situation with the reporting Councillor and one of the following decisions will be made with the date and time recorded:

- a. No Action to be taken
- b. No activation at this time but continue to monitor
- c. Activate plan

NB if the threatened emergency is flooding from the River Yealm use Annex N, activation of the Flood Plan.

2. Activation. If activation is needed the immediate actions to be carried out by the Chairman are:

- a. Commence a Log Record, using copies of the forms at **ANNEX C** (page 6) to record the situation, actions and decisions taken.
- b. Arrange an immediate emergency meeting of the Parish Council, to agree a policy to be followed for the Parish's response, and to decide which resources need to be deployed. The Agenda for the meeting is at **ANNEX E** (page 8). If telephone systems are not working arrange for a message to be taken to all Councillors, calling them to an emergency meeting, and advising them when and where to meet.
- c. Before attending the meeting, visit the scene of the incident, if it is safe to do so, accompanied by another Councillor, and get as much information as possible on the incident. In principle the need to get a clear view of what has happened, and activate the plan quickly, is paramount. However if a simple, immediate safe action, can aid those affected, without endangering those giving aid, it may be the overriding factor.
- d. If it is possible advise, or arrange for another Councillor to advise, South Hams District Council (contact number and other useful telephone numbers at **ANNEX M** (page 30) that the plan is activated.
 - a. If applicable contact the Emergency Service that has already been alerted, using the same number and log number (if this is known) and get an estimate of when assistance is likely to reach the village. If it is impossible to contact the service that has already been alerted contact the Police.

ANNEX D

Parish Council Members

Geoff Craddock Chairman	Westlands, Bowden Hill, Yealmpton PL8 2JX Tel: 880128 or 07774 243770 email: geoff.craddock@btinternet.com
John Endicott Vice Chairman	1, Elm Tree Park, Yealmpton, PL8 2ED Tel: 881874 or 07773 998968 email: john.endicott@btinternet.com
Keith Baldry District Councillor	14, Hillside Drive, Yealmpton, Plymouth PL8 2NT Tel: 881402 or 07967 122916 email: cllr.baldry@southhams.gov.uk
Richard Yonge	Ashcombe Farm, Yealmpton, Plymouth PL8 2HT Tel: 880252 or 07593 805320 email: royonge@gmail.com
Clifford Tucker	Longbook Farm, Yealmpton, Plymouth PL8 2EH Tel: 880251 or 07752 454473 email: lesley.tucker@btconnect.com
Sheila Barton	33, Stray Park, Yealmpton, Plymouth PL8 2HF Tel: 880596 or 07724 183725 email: sheila.barton@tesco.net
Tim Stone	10, Torr Bridge Park, Yealmpton PL8 2JF Tel: 881603 or 07834 246059 email: tim.stone1970@btinternet.com timstone.yealmptonparishcouncil@live.co.uk
Patrick Healy	46, Elm Tree Park, Yealmpton PL8 2ED Tel: 880403 or 07934 600410 email: healyhouse52@ymail.com
Dan Thomas	2, Church Close, Yealmpton PL8 2HL Tel: 07917 877706 email: danthomas5478@gmail.com
Fiona Pritchard	30, Market Street, Yealmpton PL8 2EB Tel: 881008 or 07780 705571 email: fiona.pritchard1@btinternet.com
Mike Stickland Clerk	2, Meadfoot, Thurlestone, Devon TQ7 3TD Tel: 01548 560763 email: clerk.yealmptonpc@virgin.net

AGENDA FOR FIRST GENERAL RESPONSE EMERGENCY MEETING

1. Appoint Chairman, if Parish Chairman absent.
2. Review the situation, and confirm that it is safe for the commencement of response.
3. Agree the form the response will take.
4. Confirm which Team needs to be activated. The two Teams are:
 - a. North Response Team – Annex F
 - b. South Response Team – Annex G
4. Agree;
 - a. Which Councillors will lead each Team,
 - b. If necessary, because of absences, which other Councillors will be in each team, and which sections of that Team they will lead..
 - c. How Team members will be activated, using the contact details in each Team's Annex.
 - d. Where the Chairman will be located. If there is no flooding, and only one shelter has to be opened, the Chairman could be in whichever building is being used, or the Parish Rooms, if the situation allows.
5. Confirm which buildings will be used. A list of available buildings with key holder details and building layout is at Annex L
6. Confirm which communication system will be used; either fixed line telephones and mobiles phones, or, if phones are not available, Radios, or Runners.
7. Confirm which volunteers with special skills and/or equipment, will be needed, Details at Annex K, and who will contact them.
8. Medical Aid - If needed and the normal 999 system is not available, contact Yealm Medical Centre (880392) during working hours, or Dr Thom, (880981) out of working Hours.
9. Confirm when the next meeting will be held, who is to attend, and the location.
10. Items for consideration at a subsequent meeting are;
 - a. Will short term accommodation outside the shelter be needed?
 - b. Who will visit those who have asked to be contacted, or cared for?
 - c. How and when will information be given to the community?
 - d. How will situation reports be sent to the Police and /or South Hams District Council?

Police 999 urgent	999 Urgent	101 Non-urgent
Community Police Officer-Ivybridge	PCSO30540 Andy Potter	08452 777444
S Hams	01803 861234 (day)	01803 867034 (out of hours , via Torbay Council)

- e. Recovery Officer. Once the Parish response is fully operating the Chairman should appoint a Councillor to act as “Recovery Officer”, who will identify actions, or assistance, needed to help the Parish to return to normality once the emergency is over. He/She will attend all recovery meetings arranged by the Local Authorities and similar Agencies, after the immediate emergency is resolved.

NORTH RESPONSE TEAM

1. Councillors.

Councillors living North of the River Yealm are listed with addresses and phone numbers.

2. Team Members.

Log Keepers Section

Volunteers are listed with addresses and phone numbers.

Radio Operator

Ditto

Resources And Evacuation Section

Ditto

Shelter Section

Ditto

3. Team Responsibilities. The responsibilities of the various Councillors and Team Members are shown at Annex H.

4. Tabards/Documents/Equipment. A box containing tabards, etc, is stored in the Community Centre Office.

ANNEX G

SOUTH RESPONSE TEAM

1. Councillors

Councillors living North of the River Yealm are listed with addresses and phone numbers.

2. Team Members

Log Keepers Section

Volunteers are listed with addresses and phone numbers

Radio Operator

Ditto

Resources and Evacuation Section

Ditto

Shelter Section

Ditto

3. Team Responsibilities. The responsibilities of the various Councillors and Team Members are shown at Annex H.

4. Tabards/Documents/Equipment. A box containing tabards, etc, is stored in the Methodist Church.

ANNEX H

TEAM RESPONSIBILITIES

1. Chairman. The Chairman, or the Councillor acting as Chairman, will not be involved with the detailed running of the Team, or Teams. He/She will choose a location, probably with, or near, a Team Leader and Log keepers, which will enable an overview of operations, whilst maintaining the freedom to visit sections/ the other team/area of the emergency.
2. Team Leader. The Councillor in charge will;
 - a. Brief as many of the Team as possible on the situation, before operations start. This probably means the Log Keeper and Evacuation and Resources Sections and the Shelter Section Leader, as the rest of the Shelter Section will be preparing the Shelter. Part of the briefing should be to identify which Log Keepers will be supporting him/her, and which will support the Shelter Section. Log Keeper/s should collect contact telephone numbers at the briefing: See para 3a(1) below.
 - b. Control and co-ordinate the activities of the Sections of the Team, to carry out the agreed plan of action, but will modify it, in conjunction with the Chairman, as the situation changes.
 - c. advise the chairman of significant developments, either within the area of activity, or in relationship to contacts with the Police, other Emergency services, or Local Authorities.
3. Log Keepers Section.
 - a. Log Keepers. Half of the log keepers will be co-located with the Team Leader and half with the Shelter Section. They will maintain a log of all telephone/Radio/Runner messages passed in and out, using copies of the log sheet at ANNEX C (page 6), which can be found in the Team Equipment Box. (See details at paragraph of this Annex.) and will keep the Team Leader and Shelter Section leader informed of each message. Those with the Team Leader will also be responsible for;
 - (1) Compiling a contact list of mobile phone numbers, ideally during or before the Team briefing, including;
 - (a) The Chairman..
 - (b) The Team Leader.
 - (c) All Log keepers.
 - (d) The evacuation and Resources Section Leader.
 - (e) The Shelter Section Leader.
 - (2) Maintaining a watch on local radio stations for information on the situation, and advising the Team Leader of developments.

(3) Passing information and situation reports to South Hams District Council and the Police.

(4) Liaising, with the Evacuation and Resources and Shelter Sections to maintain;

- (a) An up to date list of all Councillors and Volunteers involved in the response.
- (b) Details of all Parishioners evacuated to the Shelter.
- (c) Details of all Parishioners leaving the Shelter. Many may leave it, to be taken in by family, friends and neighbours.
- (d) Recording all financial decisions in the log.

(5) If an Emergency Service has already been contacted, once time allows, attempt to contact that Service again, to get an estimate of when assistance is likely to reach the village. If it is impossible to contact that service try to contact the Police.

- b. Radio Operator. The Radio Operator will initially be based with the Log Keepers supporting the Team Leader, and will be deployed as the Team Leader sees fit.
- c. Runners. If phones/radios fail runners may be needed. They can be made up on an ad hoc basis from available Councillors, Log Keepers and the Evacuation and Resources Team once the evacuation is completed.

4. Evacuation and Resources Section.

- a. Evacuation. If an evacuation is required the Section Leader will coordinate the identification those forced to leave their homes and are in need of shelter, and their movement to the Shelter. He/she and the Section can call for 4x4s, and/ or an MPV, with their drivers, if required. See vehicle details at Annex K . The Section will;

(1) Contact all who are affected by the emergency and are in need of shelter, including those who, initially, are sheltering with neighbours or friends, by going door to door around the emergency, provided it is safe to do so. A form to use to collect detail is shown at page 15. Copies will be in the Team Equipment box.

- (2). Advise the Team Leader's Log Keepers:
 - (a) How many people need to be evacuated to the Shelter
 - (b) How many will remain in their initial shelter with friends, neighbours or family

- (3) Moving evacuees to the Shelter.
NB. If vehicles are needed they should be marshalled in a parking area close to the section leader and called forward as needed.

- b. Resources. Once an evacuation is completed, or if no evacuation is required, the Section will obtain the resources identified by the Team Leader.

5. Shelter Section. The Councillor placed in control of the shelter will co-ordinate all activity in the shelter, including catering. He/she will have a small team consisting of half of the Log Keeper Section, and Shelter Assistants. The Shelter Section will be responsible for:

- a. Preparing the chosen Shelter to accept evacuees.
- b. Advising the Team Leader when the Shelter is ready.
- c. Welcoming the evacuees, including;
 - (1) Taking names and addresses of all evacuees, and passing this information to the Team Leader. A copy of the registration/deregistration form is on page 16 (more copies in Equipment Box).
 - (2) Identifying any Medical needs i.e. prescriptions or injury and passing this information to the Team Leader.
 - (3) Identifying any clothing needs, i.e. evacuees may be soaked; and passing this information to the Team Leader.
 - (4) Allocating family, or individual, sitting or sleeping areas and, if needed, survival bags.
- d. Providing hot drinks and food.
- e. Taking names and addresses of any evacuees who subsequently leave the Shelter and passing this information to the Team Leader.
- f. Closing down the Shelter at the end of the incident.

EVACUEES FORM

**ASSISTANT COMPLETING
THE FORM**

DATE & TIME

ADDRESS

NAME OF HOUSEHOLDER

PHONE NUMBER

**NAMES OF EVACUEE
FAMILY**

TOTAL NUMBER IN FAMILY

**HAVE EVACUEES A VEHICLE
TO GET TO SHELTER IN** **YES/ NO**

**HAS HOUSHOLDER A
VEHICLE TO TAKE THEM IN** **YES/ NO**

More copies in the Equipment Box

REGISTRATION		Time	Date
Full Name	Alone/ With Family	Total Number of Family	Remarks, Including Medical or Clothing or Diet Needs
Address			

Forenames of Family	Age		

Vehicle Registration.....

Other Information.....

.....

DEREGISTRATION

Time/Date.....

Destination Address.....

.....

Destination Phone Number.....

USE REAR FOR ADDITIONAL DETAILS AND INDICATE HERE

More copies in the Equipment Box.

INFORMATION WARDENS SECTION

1. Information Wardens will be activated by Team Leaders Log Keepers once the immediate problem has been solved. The wardens will contact their neighbours to discover if any other problems, additional to the emergency, have occurred, and will advise the Log Keepers accordingly. They can also be used as a conduit for the Team Leader to advise Parishioners what has occurred, and action taken.

2. North Information Wardens

Volunteers are listed with addresses and phone numbers

3. South Information Wardens

Volunteers are listed with addresses and phone numbers

AVAILABLE RESOURCES - SPECIAL SKILLS AND EQUIPMENT

Some of the volunteers listed below are also included in the action cards. The priority for the role in which they will be activated will have to be made by the Response Co-ordination Team Leader.

NORTH OF RIVER YEALM

1. 4X4 Vehicle.
2. Yealm Motor Services.
3. Yealmpton Stores.
4. First Aiders.
5. Tractor.
6. Chainsaw.
7. Generator, Power Tools.
8. Electrician.
9. Parishioners Willing To Provide Short Term Accomodation.

SOUTH OF RIVER YEALM

10. 4X4 Vehicles.
11. MPV
12. Bus Driver.
13. First Aiders.
14. Tractor.
15. Chainsaw.
16. VHF Radio Operators Licence, Small Boats.
17. Parishioners Willing To Provide Short Term Accomodation.

LIST OF BUILDINGS AVAILABLE WITH KEY HOLDER DETAILS

The buildings listed below have been identified as suitable for use during the response to a major emergency, and their owners or managers, have agreed to their use.

Parish Rooms and Youth Room below – Pages 22 and 23

These are suitable for the first Parish Council Emergency Meeting, to start the response and for use as a Control Centre by the Co-ordination of Response Team, once the response is under way.

Community Centre- Pages 24 and 25

This is suitable for use as a Shelter and for the Response Co-ordination Team which should use the Office upstairs.

The Methodist Hall/Chapel – Pages 26 and 27

This is suitable for use as a Shelter. If used the Parish Rooms would need to be used by the Response Co-ordination Team throughout the response.

St Bartholomews Church – Pages 28 and 29

This could be used as a Shelter during extremely hot weather and could be considered as a Shelter during inclement weather, though only as a last resort. In either case the Parish Rooms would need to be used by the Response Co-ordination Team throughout the response.

Other Offers of Assistance

Public Houses:

The Managers of both the Rose and Crown and the Volunteer have agreed to assist if possible. They should be approached if there is a problem with catering in the shelter, to see what aid they can give. Contact Details are:

a	Rose and Crown	
b	Volunteer	

PARISH ROOMS

1. Gaining Entrance.

a. Daytime. Usually closed so enter as per night.

a. Night time and Holidays. Open by key holders:

(1)			
(2)			
(3)			

2. Facilities:

- Electricity
- Electric heaters in rooms
- Tea and coffee making only
- Toilets in the upstairs section
- Parking available in front of the Rooms either in the marked slots or on either side of the road.

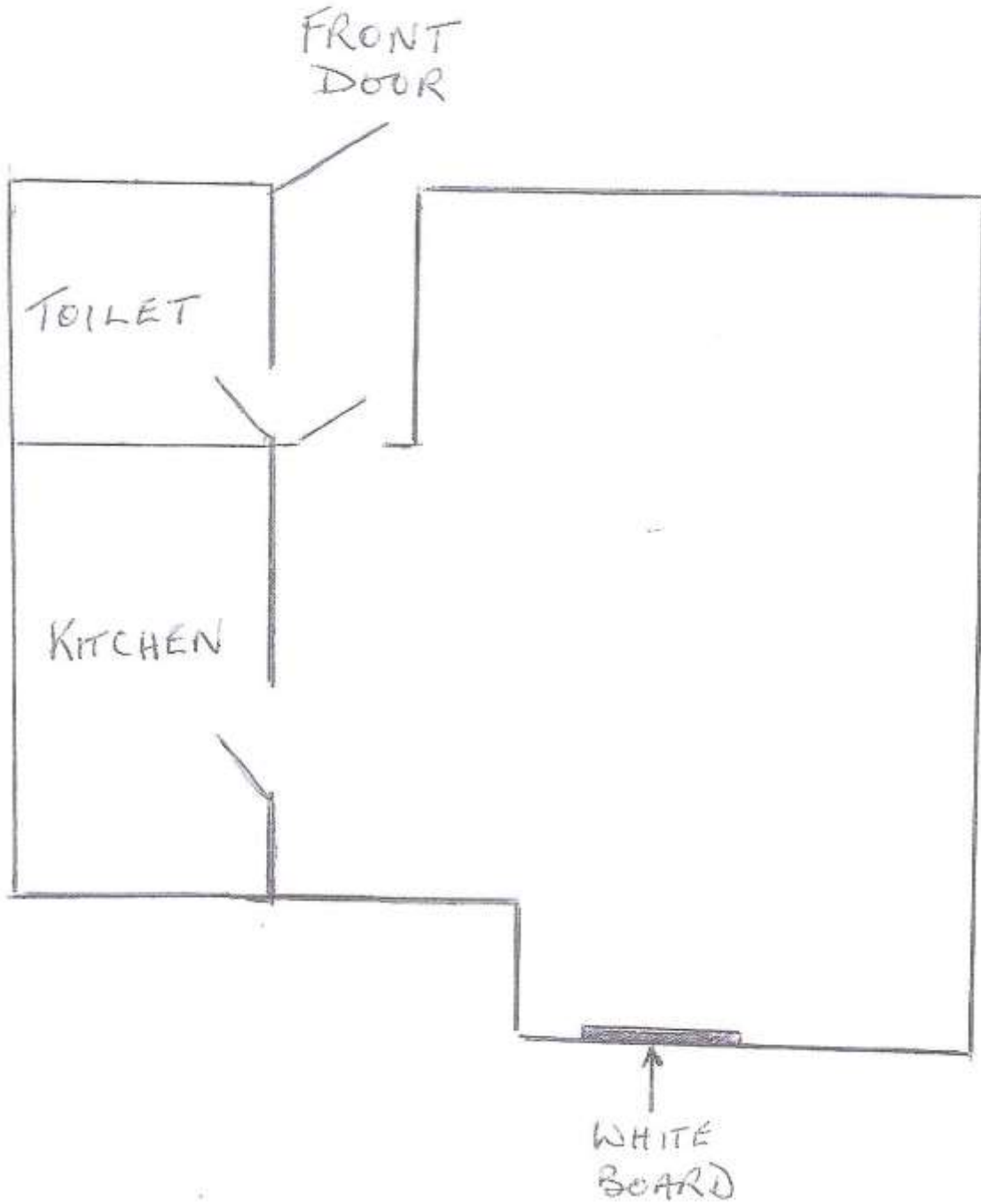
3. Remarks:

- Not suitable as a rest centre
- There is an area for meetings.

YOUTH ROOM

Keyholder

PARISH ROOMS



COMMUNITY CENTRE

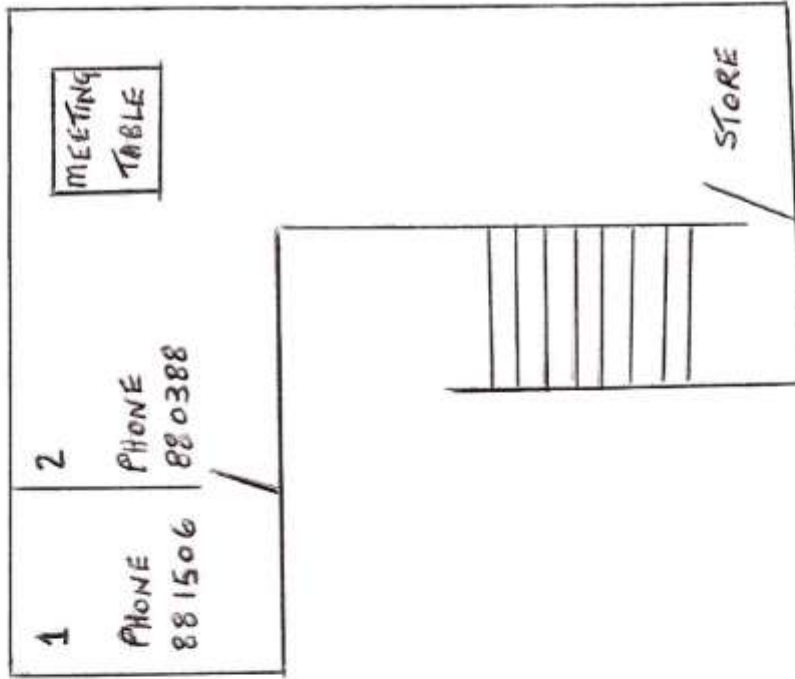
1. Gaining Entrance.

- a. Daytime. Open; but Resources Office (down stairs) closed and alarmed from 1200 hrs.
- b. Night time and Holidays. Key safe with combination number which changes periodically, admin office upstairs also has a combination lock. Contacts to phone for both numbers:

(1)			
(2)			
(3)			
There is a list of contact phone numbers at the front door.			

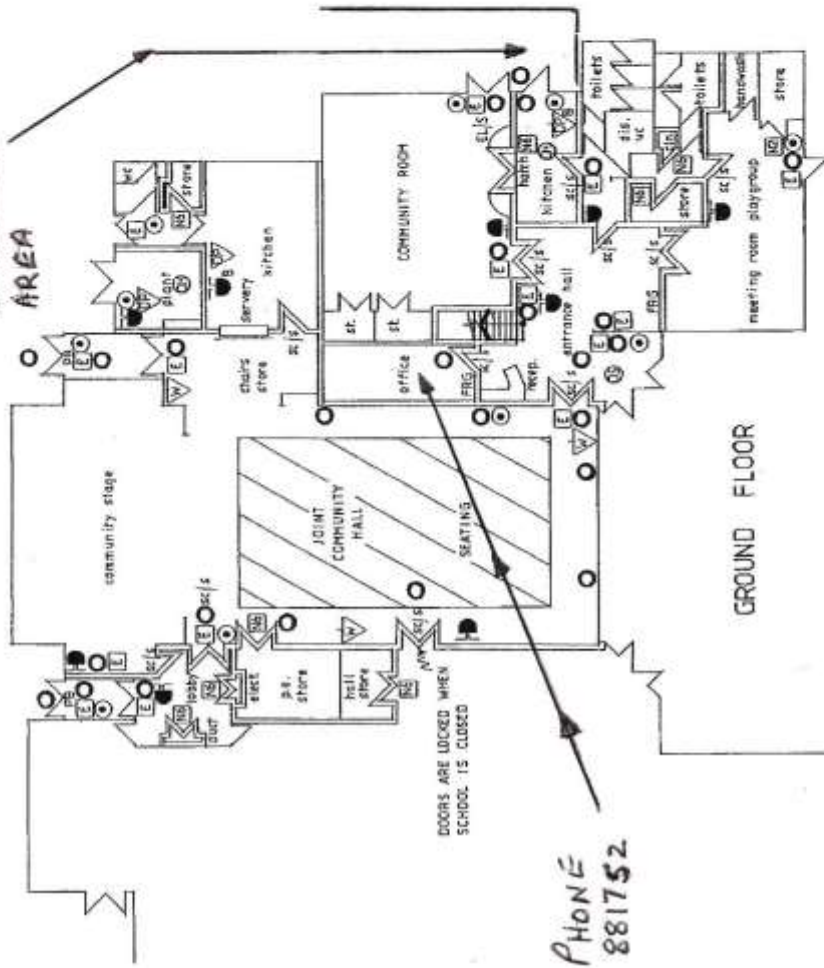
- 2. Electricity. Meter and switch are in the Pre-School Cupboard down stairs. Key in Administrator's Office upstairs, or force entry
- 3. Heating. This is gas fired. Controls are upstairs in Administrator's Office. However this needs electricity to be working
- 4. Catering. Kitchen has an electric stove and if working can cope with 50+. There is an uncovered paved area outside the kitchen door that could be used for a barbeque area. Would need food and drink to be brought in
- 5. Sleeping. Space on floor for 50+ in the Community Hall and Community Room but sleeping bags or blankets need to be brought in
- 6. Toilets. There are several toilets
- 7. Parking. Parking for up to 20 cars, and there is an overspill area along the road outside the school gates
- 8. Remarks.
 - a. The Administrator's Office upstairs makes a good Shelter control area. The upstairs office should be used as a Control Centre, to co-ordinate the whole response. There is an excellent play area for small children. There is an ample supply of chairs

UPSTAIRS



- 1 PARISH OFFICE
- 2 ADMINISTRATOR'S OFFICE

BARBEQUE AREA



NOTE: ALL FIRE RESISTING DOORS ARE FITTED WITH INTUMESCENT STRIPS AND FLEXIBLE EDGE SMOKE SEALS

DESIGN FIRE AND RESCUE SERVICE
 FIRE SAFETY DEPARTMENT
 YEALMPTON PRIMARY SCHOOL AND COMMUNITY
 STRAY PARK, YEALMPTON, PLYMOUTH

METHODIST CHURCH HALL,

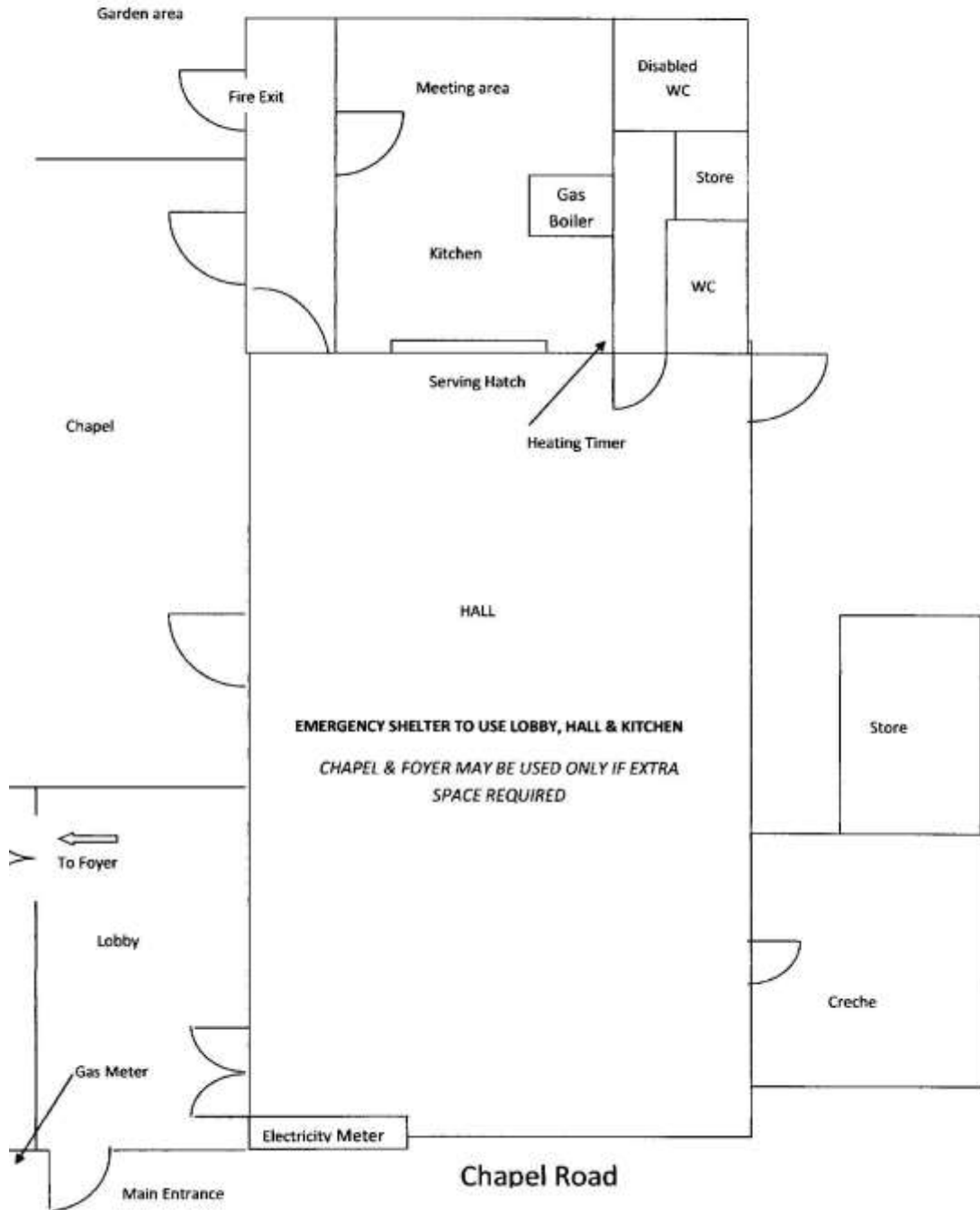
1 Gaining Entrance.

- a. Daytime. Usually closed, if it is gain entrance as for night.
- b. Night time and Holidays. Open by key holders;

(1)
(2)
(3)
(4)
(5)

- 2. Electricity. On all the time, mains switch in box in Hall by Lobby doors.
- 3. Heating. Gas central heating, but needs electricity. Controls in box in kitchen to left of service hatch.
- 4. Catering. Fully equipped kitchen. Gas hobs and microwave. No food, so supplies need to be brought in. If gas is not working there are spaces all around the outside of the building that could be used as barbeque areas. A Calor Gas water boiler is available
- 5. Sleeping. Capacity for 30 to sleep in Hall. No equipment.
- 6. Toilets. Two indoor.
- 7. Parking. Parking in the street in front of the Chapel,
- 8. Remarks.. The crèche room could be used as a Shelter control room. There is an ample supply of chairs. The Chapel and Foyer may be used to provide additional sleeping space for up to 60 more should the Hall be insufficient.

Methodist Church Hall (Not to scale)



ST BARTHOLOMEW'S

1. Gaining Entrance.

a. Daytime. Open 09.00-18.00.

b. Night time and Holidays. Open by key holders:

(1)
(2)

2. Electricity. Meter and switch are in the "Back" Vestry, in toilet.

3. Heating. This is gas fired, and takes 14 hours (approx.) to heat the building. However, needs electricity to be working!!

4. Catering. Tea and coffee facilities only. No cooking facilities so would need food and drink to be brought in. Possible barbeque site on the main path.

5. Sleeping. Plenty of space on pews and floor for 50+. No resources so would need survival bags or blankets.

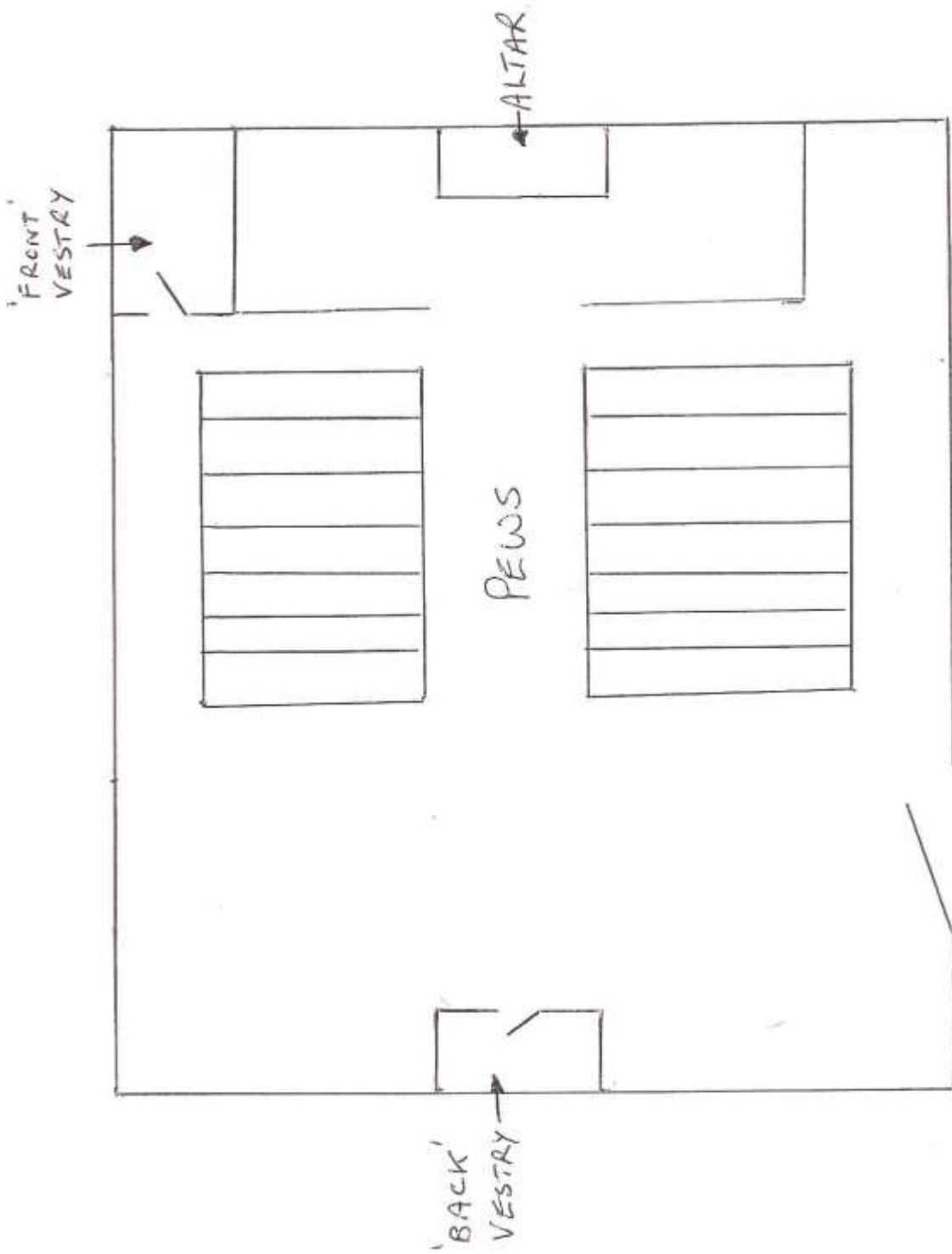
6. Toilets. There is one disabled toilet in the "Back" Vestry.

7. Parking. No parking near the Church. Nearest area is on Torr Hill

8. Remarks.

a. There is a water tap by the Church gate.

b. There is no phone.



EMERGENCY SERVICES	
POLICE, FIRE, AMBULANCE, COASTGUARD	DIAL 999
All Devon Police non-urgent calls	101
GAS, WATER & ELECTRICITY	
British Gas Emergencies (24 Hrs.)	0800 111999
SW Water Emergencies (24 Hrs.)	0800 1691144
SWEB Emergencies	0800 365900
Street lighting Faults	08705 561851
Environment Agency Incident Hotline	0800 807060
Floodline	0845 9881188

SOUTH HAMS DISTRICT COUNCILOffice hours **01803 861234**Out of hour **01803 867034****YEALM MEDICAL CENTRE****URGENT 880392****NON-URGENT 880567**

FLOOD PLAN - ACTIVATION OF THE PLAN

BACKGROUND

1. Flood Risk. There are three areas of the Parish designated by the Environment Agency as at risk from flooding by the River Yealm. During flooding the Yealm effectively splits the village, So response on each side of the river will be carried out by the Team on that side of the river. Maps of the Flood Areas are at;

Yealmbridge	- Appendix 6.
Mill Leat	- Appendix 7.
Tuckers Close/ Bold Venture	- Appendix 8.

2. Flood Alerts/Warnings. The meaning of the different types of Flood Alerts and Warnings is at Appendix 9.

ASSISTANCE TO THOSE AFFECTED BY THE FLOOD.

2. Pre-flood. It is the responsibility of property owners to prepare their properties to resist flooding, however, the Parish Council has decided that it will endeavour to help parishioners in properties threatened by the flooding in their pre-flood preparations, if they request assistance. To this end it has tried to contact property owners/dwellers, to discuss what arrangements they have already made, so that it is in a position to **attempt** to help if requested for. Some property owners in Tuckers Close/Boldventure have responded to the Parish Council. Details of the assistance they may require is at Appendix 5. No other property owners/dwellers have responded. If they do ask for assistance it will have to be an ad hoc response.

3. During And Post Flooding. If the situation warrants, Shelters will be opened to help those affected by the flooding. The one North of the River Yealm, in the Community Centre, and the one South of the River Yealm, in the Methodist Church.

AIM

4. Aim. The aim of this plan is to provide assistance to parishioners threatened by the flood, who request it, to prepare their property for the flood, and during and after the event, until suitable accommodation arrangements are made.

ACTIVATION OF THE PLAN

5. Action Of First Councillor Involved. Once any Councillor receives a request for assistance to prepare for a flood he/she should contact the Chairman, or in his/her absence the Vice Chairman. **Guidelines for the first Councillor involved are at Appendix 1.**

6. The Flood Warden's Response. The Flood Warden, North or South, will review the situation with the reporting Councillor, and, if it is needed, will contact the Chairman

(or Vice Chairman) to agree to activate the plan. **Guidelines for the Flood Warden's response are at Appendix 3**

HANDOVER

7. Handover. Once the normal Emergency Services and Local Authority response reaches Yealmpton the Chairman will brief them on the situation and discuss how the Parish response team will handover to them. Once handover is completed they will hold a final emergency meeting of Team leaders to arrange the closing down of the Parish Council operation.

RECOVERY

8. Recovery. Once the Parish Council emergency response has been closed down the Chairman should contact the Lead Officer of South Hams District Council to discuss the role of the Parish Council during the Recovery Phase, and a suitable Councillor should be appointed to represent the Parish.

GUIDELINES FOR THE FIRST COUNCILLOR INVOLVED

1. The first Councillor to become aware that a parishioner needs assistance during flooding should use the form at Appendix 2 to record details of the parishioner and the property affected/at risk.
2. If the property concerned is on that Councillor's side of the river he/she will contact the Flood Warden for that side of the river and pass on these details. Flood Warden contacts paragraph 4 below.
3. If the property is on the other side of the river he/she will contact the Flood Warden for that side. Flood Warden contacts at paragraph 4 below.
4. Flood Warden Contact Details.
North of the River Yealm

South of the River Yealm
5. Unable To Contact Flood Warden
If the Flood Warden for either side of the river cannot be contacted, the first Councillor to become aware should contact the Chairman (or Vice Chairman) of the Council and discuss the situation. They will agree a plan of action to try to provide the assistance needed in the same way that the Flood Warden would. See Appendix 3 for details.
6. Unable To Contact Chairman Or Vice Chair. If the first Councillor is unable to contact the Chairman or the Vice Chairman; if the request is from his/her side of the river, he/she should activate the plan, using the guidance at Appendix 3.

Or, if the request is from the other side of the river, contact another Councillor in that sides Team, and discuss how to respond. Team Councillor contact details are at Annexes F and G.

PARISHIONER REQUEST FOR ASSISTANCE FORM

*** Strike out that not applicable**

1. Type of warning received.

2. From

3. Name

4. Address.....
.....
.....
.....
.....

5. Landline No

Mobile No

6. Already flooded. Yes/ No*

7. Time to elapse before flooding.....

8. North of River Yealm* South of River Yealm* * Strike out that not applicable

9. Has made own self help arrangements with friends and neighbours. Yes/ No*

10. Help has arrived. Yes/ No*

11. Assistance required

.....
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GUIDELINES FOR THE FLOOD WARDENS

REQUEST FOR ASSISTANCE

1. Requests for assistance may come to the Flood Wardens direct from the parishioner concerned, or via a reporting Councillor. They may be requests for assistance to prepare a property to resist the flood, or for temporary shelter to be provided. To ensure accuracy the Flood Warden should complete a request for assistance form to record the request. Copy at Appendix 2.

ACTIVATING THE PLAN

2. Contact With Chair or Vice Chair. The Flood Warden should try to contact the Chairman (or Vice Chair) and confirm the need to activate the plan for that Wardens side of the river. If contact cannot be made with either the Warden should activate the plan.

3. Priority Of Response.

a. **Flooding Not Yet Occurred** .If the flood has not yet arrived then, in principle, priority for resources should be given to providing parishioners assistance to prepare their property to resist the flood. The order of action should be;

(1) Alert the other Councillors of the Team. Contact details North Annex F, South Annex G. Ideally hold a short meeting to agree tasks, but if time presses agree tasks by phone. The main task is allocating Volunteers to help parishioners who have requested assistance.

(2) Provide Assistance To Prepare Properties. The Councillor/s tasked with controlling this will need details of the requests for assistance. They will contact volunteers and allocate 2 to assist each parishioner requesting help. Details of Volunteers for this task are at Appendix 4.

(3) Preplan Opening Of Shelters. Once time allows the Flood Warden should begin to prepare to open both shelters. At this stage a Councillor should be identified as Leader for the Shelter Section, the shelter to be used identified, and opening arrangements checked. Shelters are;

North of the river, the Community Centre, details at Annex L
South of the river, the Methodist Church, details at Annex L

b. **Flooding Has Already Occurred**. If flooding has already occurred all efforts should be concentrated on opening the relevant Shelter/s. The order of action should be;

(1) Alert the other Councillors of the Team. Contact details North Annex F South Annex G. Ideally hold a short meeting to agree tasks, but if time presses agree tasks by phone. Tasks are;

(a) Alert and assemble Volunteers. Contact details North Annex F , South Annex G.

(b) Arrange opening of the Shelter building/s. Shelters are;

North of the river, the Community Centre, details at Annex L
South of the river, the Methodist Church, details at Annex L

(c) Advise those affected by the flood that a shelter/s has opened. This could be difficult. Parishioners who are already calling for shelter may be able to pass the message on, or post flood Councillors and members of Resource and Evacuation Sections could visit the affected area and tell people in their homes.

(2) Prepare for post flood assistance. Post flood affected parishioners may welcome assistance in clearing up. The limits of what can be done will probably decided by the relevant insurers, but Councillors should be identified at this stage, who could talk to those affected whilst they are in the shelter/s, and discuss how they may need help.

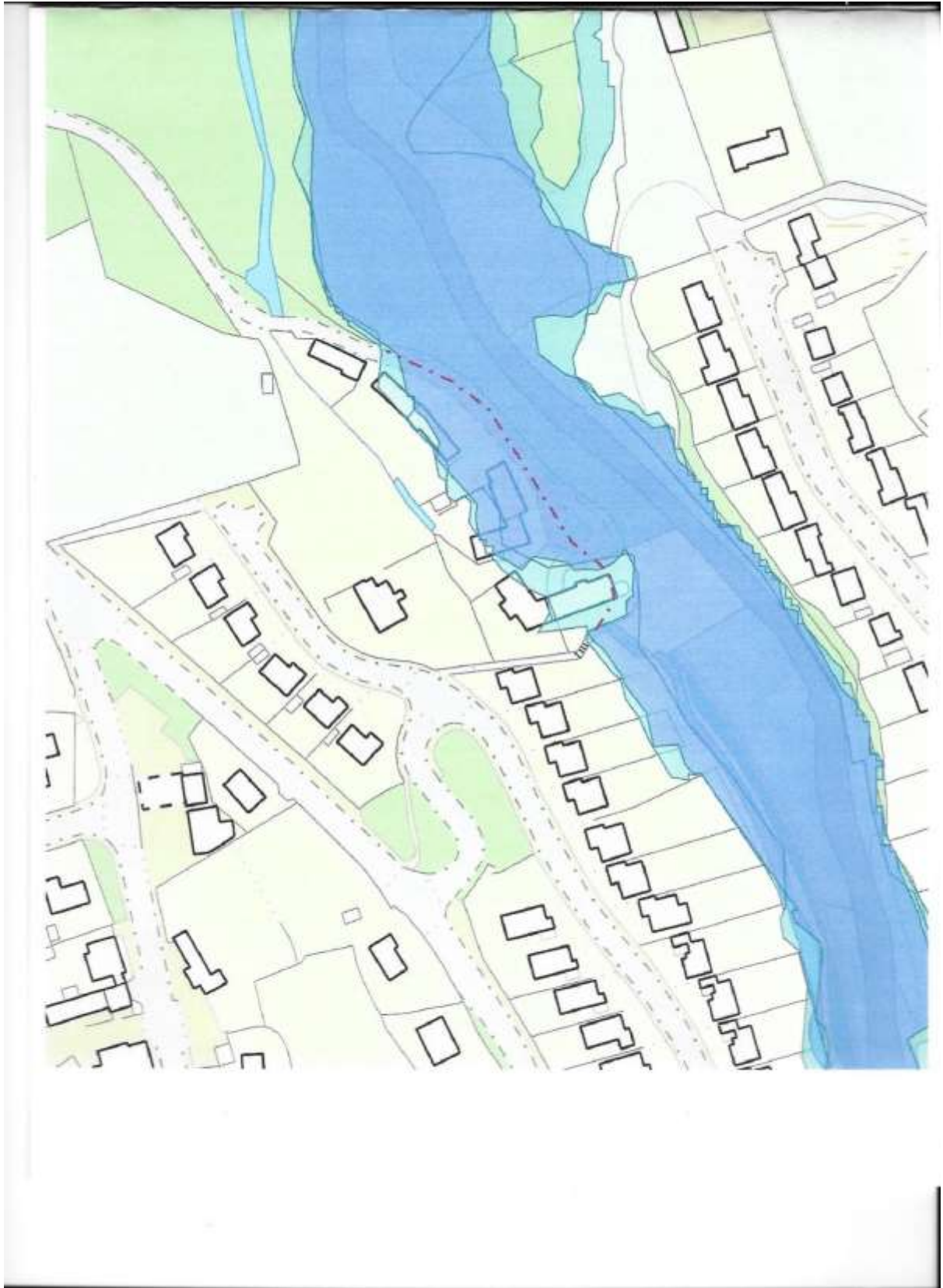
CONTACT DETAILS FOR VOLUNTEERS
TO ASSIST PREPARING PROPERTIES FOR FLOODING

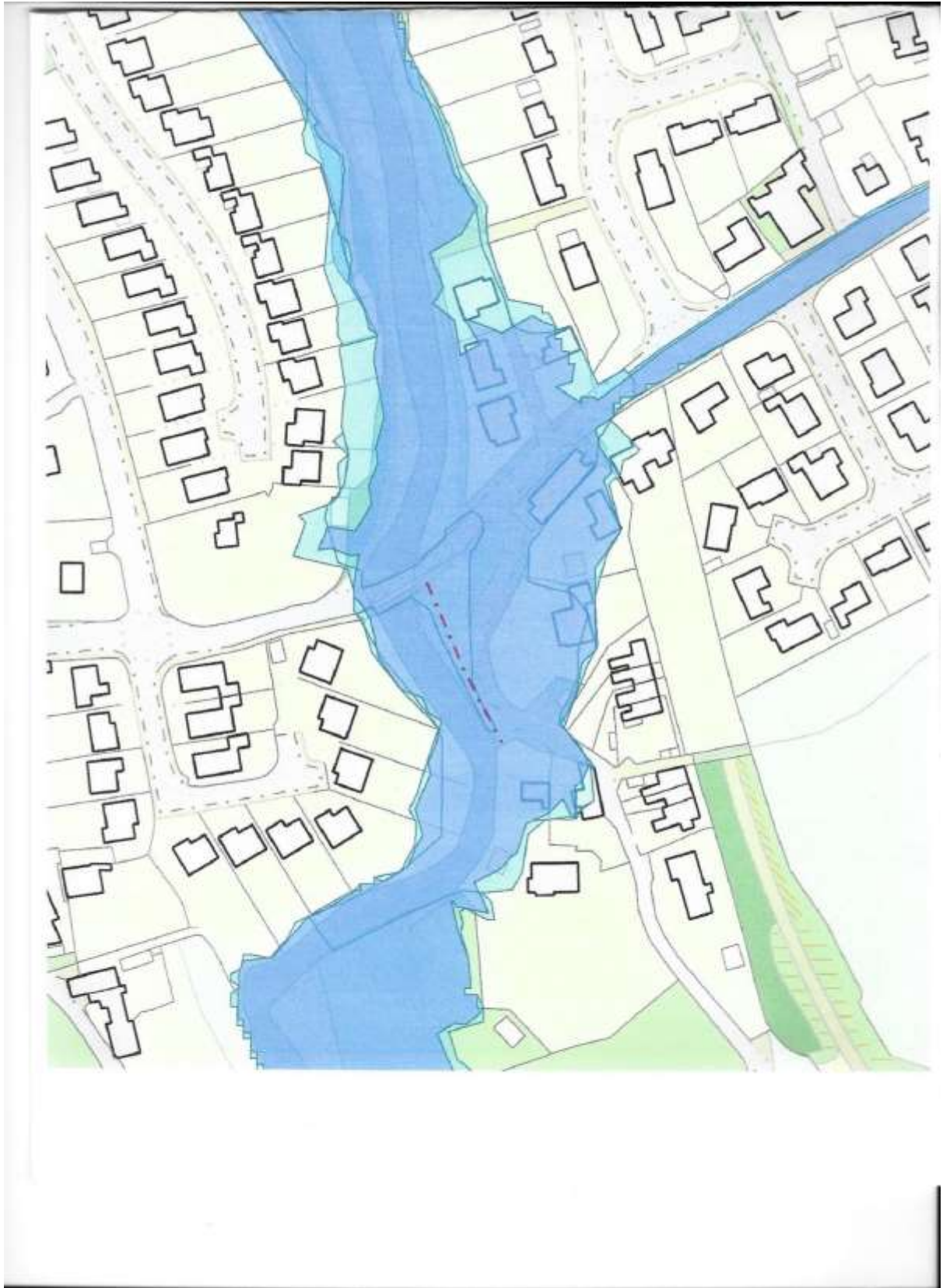
These names depend on the response we get from a letter in each area asking if people are prepared to help their neighbors. Could also be for clean up help post flood.

ASSISTANCE THAT MAY BE REQUIRED

1. The following property owners/residents have advised the parish Council of assistance that may be required if their own arrangements for assistance fail.







FLOOD ALERTS /WARNINGS www.environment-agency.gov.uk.**1. Three day Flood Risk Warning.**

Means - Be aware. Think ahead. Keep an eye on the weather.

Issued - Daily forecast of flood risk on EA website www.environment-agency.gov.uk.
Updated more frequently for high flood risk situations.

Impact - Maps on EA website will show four levels of flood risk for each county.

- Green - no risk
- Yellow - low risk
- Amber - medium risk
- Red - high risk

Advice - Check forecast on EA website.

- Remain aware of impending weather conditions.

2. Flood Alert.

Means - Flooding is possible - Be prepared.

Issued - Two hours , to two days, in advance to flooding.

Impact - Flooding of fields, car parks, minor roads, farmland.

Advice - Be prepared to act on your flood plan.

- Avoid walking, cycling or driving through flood water.
- Call Floodline, 0845 988 1188 for up to date information.
- Monitor local water levels on www.environment-agency.gov.uk
- Report any flooding to in the area to the local Environment Agency Office??

3. Flood Warning.

Means - Flooding is expected – immediate action required.

Issued - Half an hour, to one day, in advance of flooding.

Impact - Flooding of homes and businesses, roads, flood plains.

Advice - Protect yourself, your family.

- Move family, pets, valuables, cars to a safe place.
- Turn off gas, electricity and water supplies if it is safe to do so.
- Put flood protection equipment in place.
- Call floodline on 0845 988 1188 for up to date information.
- help others if it is safe to do so.

4. Severe Flood Warning.

Means - Severe flooding. Danger to life.

Issued - When flooding poses a significant risk to life.

Impact - Deep fast flowing water.

- Dangerous debris in water.
- Potential collapse of buildings.
- Communities isolated by flood water.
- Critical infrastructure disabled.

Advice - Stay in a safe place with a means of escape.

- Be ready to evacuate your home.
- Call 999 if you are in immediate danger.

5. Warning No Longer In Force.

Means – No further flooding is currently expected for your area.

