

**NOTE: This Emergency Plan is in continuous development and will be updated regularly**

## **Beer Parish Emergency Plan - Draft 1st March 2011**

### **1.0 Introduction**

Parishes in Devon are being encouraged to develop their own emergency plans by Devon County Council. This follows recommendations in a report by Sir Michael Pitts, which looked at lessons to be learned from the floods in Gloucestershire in the summer of 2007 and also from the Civil contingencies Act, November 2004.

Beer is not a dangerous place to live. However, largely because of its topography it is subject to mild emergencies from flood, ice & snow and specific incidents. The dictionary definition of emergency is “sudden state of danger requiring immediate action.” For the purposes of this paper the danger is assumed to be; to the people, their livelihood, the fabric of the village and the environment. The plan covers how to make the community more resilient and defines the immediate actions to be taken by the community in addition to that anticipated by the emergency services and local authority. It has been devised by a group of people from the community with the help of the local emergency services.

This paper provides the broad framework of the plan and how it would be operated. It is split into several elements as follows;

1. Introduction
2. Anatomy of an emergency/Action plan.
3. Launching the Plan.
4. Reducing the risks and consequences of emergencies
5. Formal Emergency Plan Document and proposed method for refining it such that the volunteers who would operate the plan can shape it provide the detail necessary to develop it as an effective working plan.

### **2.0 Anatomy of an Emergency/Action Plan**

The Beer Emergency Response Team, **BERT's** role in an emergency is as follows:

#### ***Initial phase (First on scene):***

- Reports 999
- Activates the plan – BERT network deployed
- Request assistance
- Responds by safeguarding people and property
  - Open Rest Centre
  - Safeguard vulnerable people etc

#### ***When Emergency Services (ES) arrive:***

- BERT report to and support ES
- Provide help with local knowledge and resources
  - Transport plan
  - Resources lists e.g. 4X4 drivers
  - Detailed knowledge of people and properties

#### ***When full response from all agencies:***

- BERT report to ES & local authority
- BERT provide help & support
  - Tea and sandwiches

- Manpower

### **3.0 Launching the plan**

The emergency plan structure and operation is completely reliant on volunteers from the parish. Without them the plan would be useless. Consequently an open day was held on 2<sup>nd</sup> October 2010 to present the plan and recruit volunteers. The open day included:

- Representatives of the local emergency services/displays of equipment
- Representatives of the parish council
- Presentations of the plan by the emergency plan team
- Information leaflets on emergencies
- Home safe leaflets
- Family household emergency plans
- A manned recruitment point/desk and leaflets

The plan has been under development since that day.

### **4.0 Amelioration of risks**

For each of the significant risks measures to reduce the risk or the severity of the event were analysed. Specific measures recommended are as follows:

#### ***Flood***

- Register of vulnerable people
- Remove selected Brook curb bricks (to help flood water to find best route)
- Prepare people to co-operate in time of flood (i.e. market the plan)
- List of experts and tradesmen who could help with aftermath
- Service the Brook regularly (in hand)
- Reduce the increase in hard non-porous landscape
- Store selected road signs and have a trained warden (e.g. ROAD CLOSED)
- Make manhole covers safe from blowing
- Contact details of local groups & people who would help
- Local emergency store of sand and sand bags
- Large hosepipe for drainage and barrier
- Visible & audible warning alarm in Beer
- Identified threatened zones. (Causeway down Fore Street to the beach)
- Emergency centre (s) e.g. The School

#### ***Severe Weather -Ice and Snow***

##### ***Roads***

- The main problem areas are inclines. Grit bin positions were examined and suggestions made to put in two new bins.

- Possibility of gritting trucks covering Mare Lane up to PECO and school and round Park Road and Clapps Lane was suggested. However it was noted that this would be a County Council issue.
- The gritting device recently purchased could be used to grit road as it has a 12-foot spread.

#### ***Pavements & pathways*** (e.g. keeping the school open)

- Pigs Path, Lavender and Stones Alleyways should be gritted.
- Volunteers are able to clear pathways without fear of being sued if they have been trained and registered with the council!

#### ***Major Incident***

- Robin Hammett drew attention to the “Be Safe at Home” leaflet. Fire officers can do a home safety visit, produce a fire plan and fit smoke alarms for free. Norah described the “Care Direct” system, which can arrange such visits and provide a range of services to help older people and vulnerable adults.
- The Home Leaflet promulgating the findings of the emergency plan would contain these contact details. Also an Open Day would be arranged at which the fire service could be present and explain what practical help is available.

### **5.0 Formal Emergency Plan**

The recommended (by DCC) formal emergency plan document is detailed and extensive. Much of it is relevant to Beer’s emergency plan. The following paragraphs and headings cover these aspect in most cases in a brief way. It is proposed that as the plan develops that the volunteers work up the detail they believe to be import for the plan. In this way we would hope to achieve a plan “owned” by the people who will operate it.

#### **5.10 Purpose and scope of the plan**

Provide a structure to enable Beer to respond effectively to emergencies

- when outside agencies might be delayed.
- and in support the emergency services and other agencies.

#### **5.11 Aim**

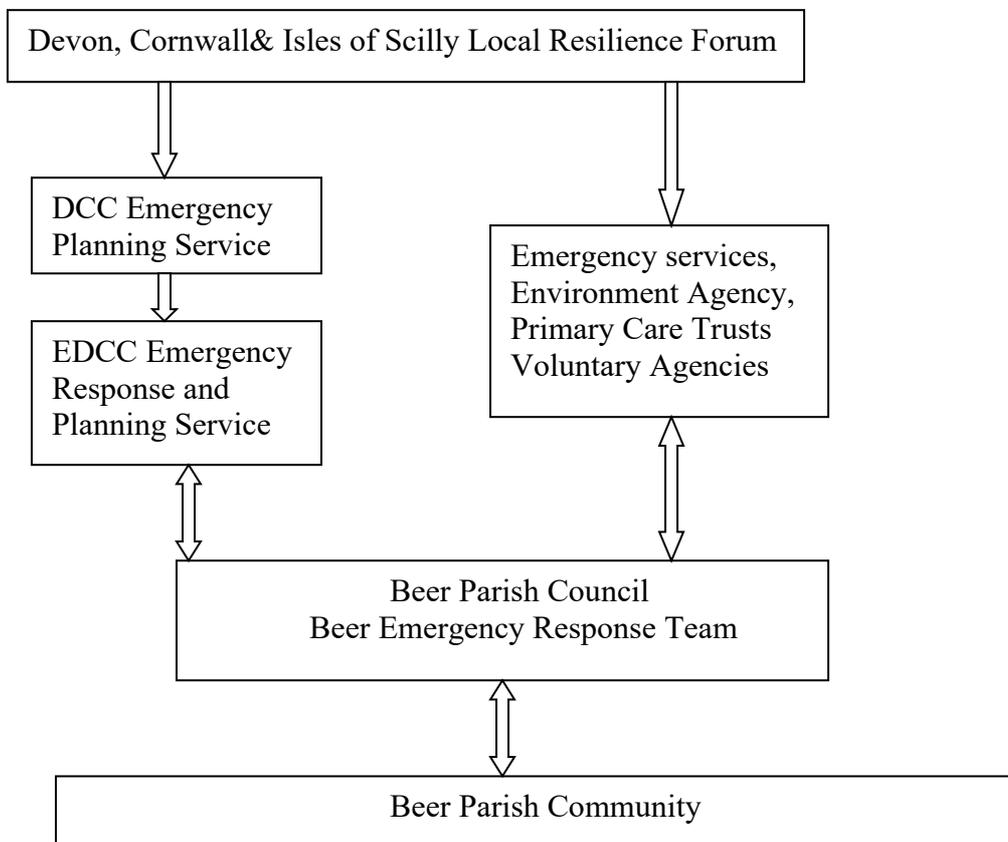
The aim of this plan is to increase the resilience of the community to an emergency through a robust coordinated approach which compliments the plans of the responding agencies.

#### **5.12 Objectives**

1. Identify the risks to the community and recommend ways in which these risks can be reduced in both severity and frequency.
2. Plan the relevant response to an emergency.
3. Identify the community resources which would be helpful in responding to an emergency.
4. Establish a system for identifying vulnerable people/groups within the community.

5. Establish roles and responsibilities.
6. Provide key contact details for the relevant groups and agencies that might be called upon in an emergency.
7. Decide who, how and when the Plan should be activated.
8. Produce an action plan with critical information in an easily accessed format. This would include:
  - a. A transport plan
  - b. Details of rest and assembly points
  - c. Key contacts e.g. 4X4 drivers

## **5.2 Related Interdependent Planning**



## **5.3 Activation of the Plan**

All BERT members are to be entered on the Police Ringmaster BERT subset. With this system an emergency in Beer reported by a 999 call can be used to simultaneously alert the BERT team.

The plan will be activated by:

1. Anyone of the BERT core team or BERT member, or

## 2. A member of the Parish Council

The trigger for activation will be a 999 call or an event or potential event affecting a group of people in the village. Examples are:

- Very heavy rainfall
- Fire in a major building
- Prolonged freezing weather and high snowfall

Notification of activation of the plan should include the District Council plus all else who need to know. (Lists and contact details to be drawn up by the team)

### **5.4 Command, Control, Coordination and Communication**

**5.41 Managing the incident** the BERT Controller, or their deputy, will lead the management team in the response to the emergency. (See BERT roles and responsibilities)

**5.42 Incident Control Point** will be established in the Mariners' Hall or in a suitable alternative location. (see [Assembly points-xls](#))

**5.43 Communications** need to be reliably maintained even when mobile phones and landlines fail. Methods to achieve this could be:

- **Internal Communications** could be by hand held battery operated 2-way radios.
- **Inbound Communications** battery operated or wind-up radios.

**5.44 Warnings and Information** in addition to telephones the following methods can be used:

- **Written** Updates placed in prominent places. E.g. Mariners' Hall/Post Office
- **Verbal** Communication by word of mouth by the BERT team and possibly megaphones.

### **5.5 Roles and Responsibilities**

#### **Beer Emergency Response Team BERT**

The BERT is to be formed to assist villagers/visitors and the emergency services if and when an emergency happens within the bounds of the Parish.

The BERT has been set up with the authority of the Beer Parish Council in response to the wishes of Central Government.

The organisation is headed by a person appointed as Controller, who will be in overall control of all aspects of the day to day running of the BERT as well as being the point of contact between BERT and the Parish Council.

The Controller will be assisted by a number of core team members any one of which would take over control if the Controller were unable to attend an emergency. The number of core team members to be determined by dividing the village into areas. Core Team members would also be responsible for organising specific tasks within the organisation: - Personal, Training, Equipment and Transport.

Core team members would each be responsible for their allocated area of the village. In this task they are to be assisted by Area Representatives. These will be persons having a detailed knowledge of their own immediate vicinity within the allocated area and so be able to identify persons at risk due to age or infirmity as well as helping the Core team member compile a list of possible dangerous substances/materials to be found within their area, that could during any emergency, put at risk the lives of the emergency services personal or the general public.

The final group, the Volunteers, are persons not wishing to undertake any of the above roles but are willing to be trained to undertake assigned tasks if the need should arise, such as manning an evacuation centre, escorting evacuees to the centre, maintaining a log of the persons using the centre, manning a canteen if required also persons will be needed for the erection and manning of any road closures/diversions that may be needed.

## **5.51 Staffing Structure**

### **5.52 Authority.**

Beer Parish Council.

#### **Coordinator.**

Overall control of the day-to-day running of BERT. The person holding this post, due to possible financial implications should be ether a Parish Councillor or a person whose appointment is agreed to by the Beer Parish Council.

#### **Core Team Members**

The number of DCs (possibly four) to deputize for the Coordinator on his/her being absent at the time of an emergency or meeting.

The DCs to be responsible for specific areas of operations:-

- Personal. Keeping records of all relevant data.
- Training. Organising training as required by volunteers.
- Equipment. Procurement of equipment, arrangements for safe storage.
  
- Transport. Compiling list of available transport for use in an emergency.

### **Area Representatives.**

Volunteers who have detailed knowledge of their locality within the village, relating to persons who could be at risk due to age or infirmity, plus knowledge of any possible dangerous substance/materials within in the area that could put at risk emergency services personnel or the general public during an emergency.

### **Volunteers.**

Persons will to undertake assigned tasks for which they have been trained.

### **5.6 Contact Lists**

Information cascades will be established for a number of people and groups as follows:

- BERT
- Key Organisations
- People willing to assist
- People with special skills
- Owners of specialist equipment/transport

### **5.7 Key Locations and Facilities**

Fully detailed database of the key facilities will be maintained for potential use as:

- Command and control point
- Rest centres
- Assembly points

### **5.8 Risk Analysis**

#### **Risk Analysis**

A detailed analysis of the threats to the village is given in Annex 1. However the main threats are discussed below:

#### *Floods*

From the data received and the living memory of the Tuesday Club it is apparent that:

1. Significant floods occur in Beer at about 10 year intervals
2. The severity of the floods represents more of an inconvenience with some damage to property rather than a significant threat to life.

#### *Severe Weather -Ice and Snow*

The village had this year experienced the most severe winter for 20 years and whilst it had caused some problems with one person being injured the situation had been manageable.

1. Ice & /or snow occurs most years with severe conditions at about 5 year intervals.

2. The consequences of severe weather can be serious but are probably manageable.

### *Major Incidents*

A major incident, such as a large fire, has potential consequences far more severe than those likely to result from either flood or severe weather. Hence:

1. The last major incident in Beer was about 20 years ago. The likely frequency of such events needs to be estimated.
2. The consequences of a major incident are possibly very severe.

## **5.9 Response to Specific Emergencies**

5.91 Flood

5.92 Ice & Snow

5.93 Major Incident

5.94 Loss of Major Services

## **6.0 Additional Considerations in an Emergency**

1. Heating
2. Water
3. Transport
4. Finance
5. Records
6. Insurance
7. Family/household Emergency Plan
8. Maps of community

## **6.1 Stand Down & Recovery**

## **6.2 Plan Maintenance**

Annex 1  
Risk Analysis of Emergencies in Beer

| <b>Threat Register</b>                                | <b>Likelihood of Severe Event</b> | <b>Consequence</b>  | <b>Amelioration of risks</b>   |
|---|-----------------------------------|---|--|
| <b><u>Natural Hazards</u></b>                         |                                   |   |  |
| <b><i>Weather</i></b>                                 |                                   |   |  |
| Flash Flood   | Medium                            | Casualties up to fatalities<br>Damage to property.<br>Disruption of utilities | Clean brook<br>Check farming practice<br>Check for possible hold-ups in water drainage |
| Frost/Snow  | Medium                            | Disruption to transport<br>Hardship for VGs                                   | More grit bins<br>Strategic stocks of grit<br>Distribution of grit to households       |
| Heavy Rain  | High                              | Sewage discharge to beach<br>Pollution  | Lobby SWW<br>Monitor occurrence  |
| Thunderstorms   | Medium                            | Disruption to utilities<br>eg power   | Check drains cleaned   |
| High Winds  | Medium                            | Structural damage   |  |
| Heatwave  | Low                               | Illness -possible fatalities<br>in vulnerable groups (VGs)                    |  |
| <b><i>Geological</i></b>                              |                                   |   |  |
| Land slip   | Medium                            | Structural damage<br>Possible casualties                                      | Check breakwater<br>Monitor beach  |
| Mud Slide   | Very Low                          | Structural damage<br>Possible casualties                                      | -ditto-  |
| Earthquake  | Very Low                          | Structural damage<br>Possible casualties                                      |  |
| Tsunami   | Very Low                          | Devastation to low lying areas<br>- casualties/fatalities                     |  |
| <b><i>Health</i></b>                                  |                                   |   |  |
| Epidemics   | Medium                            | Casualties/fatalities (VGs)<br>Disruption to services                         |  |
| <b><u>Hazards Resulting from Human Activities</u></b> |                                   |   |  |
| Fire  | Medium                            | Air pollution eg Mariners'<br>Hall asbestos roof<br>Possible casualties       |  |
| Industrial accidents                                  | Low                               | Air pollution/explosion   |  |
| Road transport accidents                              | Low                               | Disruption & possible explosion eg LPG  |  |
| Shipping incidents                                    | Medium                            | Beach pollution<br>Disruption to fishing<br>Civil disorder                    |  |
| Aeroplane crash                                       | Very Low                          | Destruction<br>casualties/fatalities  |  |
| Civil disorder eg terrorism                           | Low                               | Disruption<br>Harm to tourism   |  |
| Utility malfunction                                   | Medium                            | People at risk particularly VGs   |  |

VGs = vulnerable groups e.g. elderly, the young and people who have a chronic condition.

Likelihood:

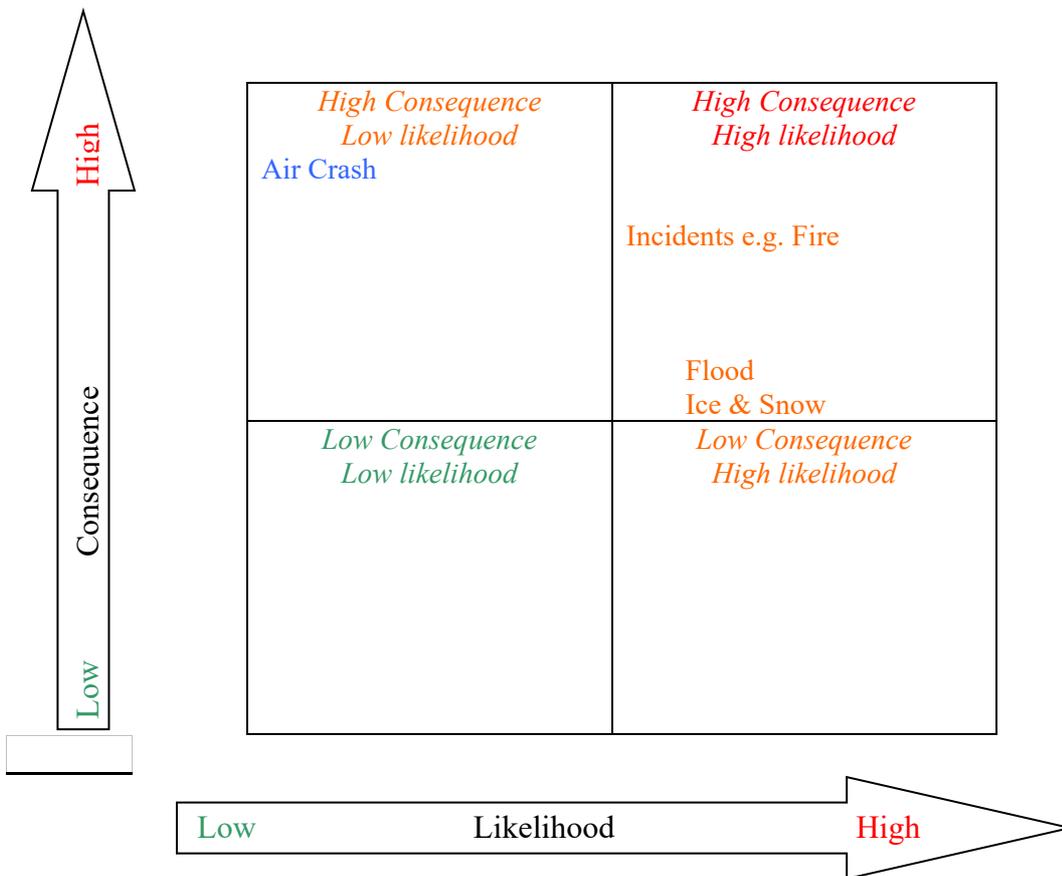
**Very Low** ~ every 1000 years,

**Low** ~ every 100 years,

**Medium** ~ every 10 years,

**High** ~ every year.

Annex 2  
Risk Consequence Matrix



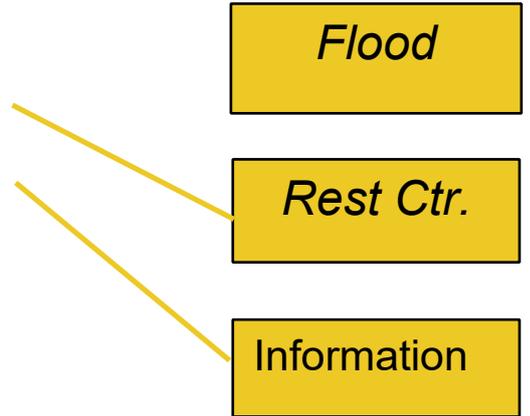
# Organisation

*Radio*

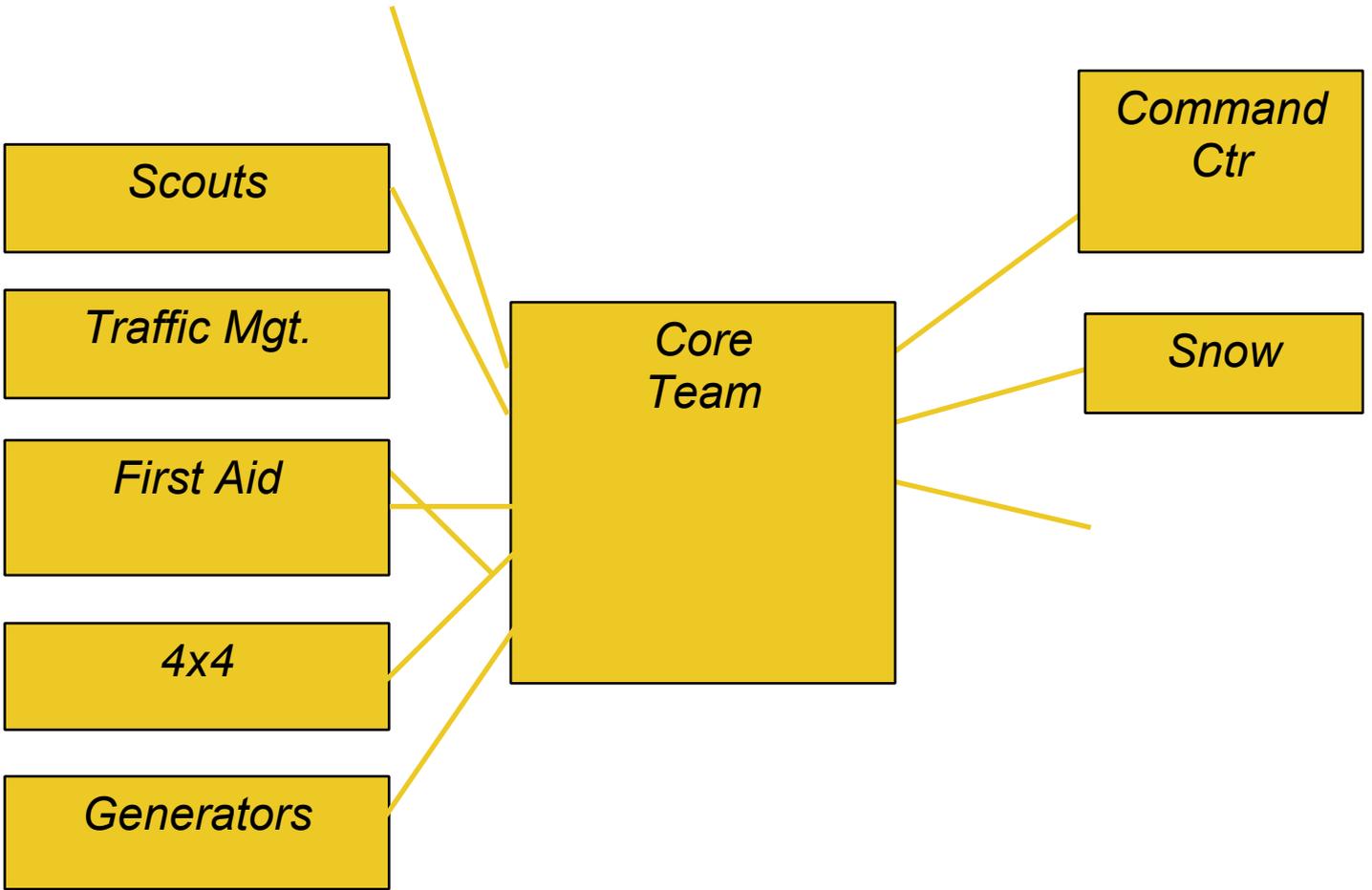
*Flood*

*Rest Ctr.*

Information



# Teams.



**CORE TEAM**

