KENN PARISH COUNCIL

EMERGENCY SELF HELP PLAN

Version 1 – 1 April 2005 Updated November 2006 Updated January 2008 Updated August 2009 Updated July 2012 Updated March 2015 Updated March 2022 Updated July 2023

Note: All information in this document is covered by the Data Protection Act 1998 and should only be used for the purpose of the plan

KENN PARISH COUNCIL EMERGENCY SELF HELP PLAN

1. Introduction

1.1.1 Nearly all emergencies affecting the Parish will be dealt with routinely by joint response of the police, emergency services, major utilities and Teignbridge District Council Emergency Management Team. However, there may be rare occasions when circumstances delay the arrival of assistance. If this does happen, the Parish will need to help itself.

2. Purpose

2.1 The purpose of this plan is to provide an Emergency Management Team (EMT) that can coordinate self-help response during any emergency affecting the Parish, when the normal responses are delayed because of the scope and nature of another emergency.

3. Aim

3.1 The aim of the plan is to provide personnel and resources to cope with emergencies affecting the Parish when assistance from outside agencies is delayed.

4. Objectives

- 4.1 To achieve the aim the Emergency Management Team objectives will be to:
 - identify the risks to the Parish
 - identify available Parish resources
 - prepare, control and coordinate the plan
 - inform necessary personnel of the situation(s)
 - handover information to the appropriate service(s) on their arrival
 - 5. Activation/Advice
 - 5.1 The plan will be activated whenever the Parish EMT considers it necessary.

Teignbridge District Council (TDC) and emergency services must be advised that the plan has been activated. Teignbridge District Council contacts & telephone numbers are:

<u>Activation</u> -(Group Engineer) – Emergency Planning Officer Working hours - 01626 215819 or main switchboard 01626 361101, Out of hours - 01626 361101 (*ask for the duty engineer*) <u>Advice</u> – Assistant Planning Officer, Emergency Planning Service, T.D.C. Tell: 01626 215835

6. Community Response

6.1 The Emergency Management Team, appointed by the Parish Council, will use the personnel and resources, indicated in *Annex B* to respond to the emergency affecting the community as seems appropriate. *See Annex C for specific responses to Flooding, Isolation & loss of main services.*

7. Team composition

7.1 The Emergency Management Team (EMT), appointed by the Parish Council, will consist of:

• Team Leader – Cllr Andy Chislett

Responsible for:

- risk assessment <u>Kennford</u> (Each Member will be responsible for the risk assessment in their area. They will then be responsible for reporting back to the Primary Control Point (CP).
- activation
- control
- co ordination
- Member Cllr Andy Crisp

Responsible for:

- risk assessment <u>Kennford</u> (Each Member will be responsible for the risk assessment in their area. They will then be responsible for reporting back to the Primary Control Point (CP).
- Personnel
- Member Cllr Rob Taverner

Responsible for:

- risk assessment <u>Clapham</u> (Each Member will be responsible for the risk assessment in their area. They will then be responsible for reporting back to the Primary Control Point (CP).
- Equipment
- Member Cllr Paul Westwood

Responsible for:

- risk assessment <u>Kenn</u> (Each Member will be responsible for the risk assessment in their area. They will then be responsible for reporting back to the Primary Control Point (CP).
- Emergency accommodation
- If necessary, any member of the Parish Council listed at Annexe 'A'

8. Team contact details

8.1 The Emergency Management Team (EMT) contact details are:

KENNFORD

- Cllr Andy Chislett April Cottage Kennford, Exeter, EX6 7TB Mobile: 07702363410 Home: 01392 8322654 Email: andychis@icloud.com
- Cllr Andy Crisp, Tudor Cottage, Kennford, Exeter EX6 7TX Mobile: 07307895753
 Email: acrispo@btinternet.com

<u>KENN</u>

Cllr Paul Westwood, Mill Cottage Kenn EX6 7UR
Mobile: 077102244744 Home: 01392 833770
Email: pwestwood@kennparishcouncil.co.uk

CLAPHAM

• Cllr Pat Gandy, Linslade, Clapham EX6 7YH Mobile: 07957 728509

Email: pgandy@kennparishcouncil.co.uk

HEALTH AND SAFETY ALL AREAS

John Goodey, 16 Sentrys Orchard EX6 8UD Mobile : 07974 513695

Email: <u>clerk@kennparishcouncil.co.uk</u>

8.2 Other contact numbers and methods of communication are shown at *Annex A*

9. Location of Control Point

9.1 The Primary Control Point (CP) will be the April Cottage Kennford
The initial telephone contact numbers will be Tel: 07702 363410 or 01392 832654

- 9.2 If it is necessary to move from the primary CP, the alternative location is Kennford Playbox rear of Beers Terrace
- 9.3 The Control Point (CP) equipment will be held by the Team Leader, Andy Chislett.
- 9.4 When the team leader is absent the equipment will be passed to **Andy Crisp.**

10. Resources

10.1 Necessary resources will include personnel, equipment, accommodation and feeding facilities. The Emergency Management Team (EMT) will maintain lists that will provide details of:

- a. Personnel Persons that have qualifications/expertise that may prove useful for example: doctors, nurses, first aid, catering, CB radio, specialist equipment operators, and members of voluntary organisations.
- b. Communications If telephones, including mobile phones, are not working and road traffic is not moving freely, communication can be severely hampered. The Emergency Management Team (EMT) will maintain a listening watch to local and national radio stations, which will enable them to assess the general situation and hear messages from emergency services and local authorities.
 - <u>Communications within the Parish</u> Will be maintained by using written or verbal messages, or situation reports through a group of volunteer couriers.
 - <u>Communications outside the Parish</u> The Emergency Management Team (EMT) will endeavour to pass messages via amateur radio or CB owners within the Parish, to others in the surrounding area asking them to inform the police.

c. **Equipment/Transport** – Vehicles, tractors, trailers, heating equipment, emergency lighting, radios, etc.

This list must include the necessary equipment to operate the CP.

- d. **Emergency accommodation** Possible locations and any extra equipment required, including arrangements for the care of pets.
- 10.2 A list of personnel, equipment and accommodation resources is at Annex B

11. Insurance

11.1 The Emergency Management Team (EMT) will ensure that the Parish Council has the necessary

insurance to cover all those involved in writing the plan, personnel involved, and resources used in a response. This cover must include public liability, official's indemnity, as well as the minimum cover recommended by the National Association of Local Councils. Kenn Parish Council has taken out:

ANSVAR

Policy number: 2381761

(Please note: this policy does not cover individuals that are not part of the EMT)

12. Reviews and Update

12.1 This plan should be reviewed and updated every <u>twelve</u> months and also, when there is any change of detail or extra information is received.

Kenn Parish Council Emergency Self Help Plan

- **Annex A** Important Contact Details and Methods of Communication
- **Annex B** Personnel, Equipment and Accommodation Resources
- Annex C Community Response
- **Annex D** Location of Fire Hydrants

Annex A To: KENN Parish Council Emergency Self Help Plan

CONTACT NUMBERS AND METHODS OF COMMUNICATION (As at July 2023)

<u>Team Leader</u> Cllr Andy Chislett - Chairman April Cottage Kennford, EX6 7TB Mobile: 07702363410, Home: 01392 832 Email: <u>andychis@icloud.com</u>

Members

Cllr Andy Crisp The Tudors, Kennford, Exeter EX6 7T Mobile: 07827 248531 Email: <u>acrispo@btinternet.com</u> <u>acrisp@kennparishcouncil.co.uk</u>

Cllr Paul Westwood, Mill Cottage Kenn EX6 7UR Home: 01392 833770 Mobile: 07710244744 Email: <u>pwestwood@kennparishcouncil.co.uk</u> Cllr Rob Taverner Ower Brenton Farm Kennford Exeter EX6 7YL Mobile: 07887851114 <u>Other Members</u>

Clerk to the Council Mr John Goodey 16 Sentrys Orchard, Exminster, Exeter, EX6 8UD Home: 01392 824695 Mobile clerk@kennparishcouncil.co.uk

Cllr Lorna Young Copperkins, Kennford Exeter EX6 7TZ Mobile: 07786 318405 lyoung@krnnparishcouncil.co.uk **Cllr Dom Jinks** Holmedale, Kennford, Exeter EX6 7TB Home: 01392 832641 Mobile: 07748 303496 djenks@kennparishcouncil.co.uk

Cllr Terry Salter The Church House, Kennford Exeter EX6 7TB Home: 01392 833458 Mobile: 07515 731456 tsalter@kennparishcouncil.co.uk

Cllr Patrick Gandy Linslade, Clapham Exeter EX6 7YH Mobile: 07957 728509 pgandy@kennparishcouncil.co.uk

Annex B To: Kenn Parish Council Emergency Self Help Plan

PERSONNEL, EQUIPMENT AND ACCOMMODATION RESOURCES

<u>Control point equipment</u> (Held by Team Leader)

Mobile phone, OS map/s of the Parish, lighting, log sheets, portable radio (inc. batteries), first aid kit, black bin bags, a copy of the plan.

Personnel

The Parish of Kenn has no medical practice of its own. However, we do have a number of doctors & nurses living in the parish. Their regular hospitals/practices will have first call on their services, which would only be available to the Parish in a worst-case scenario.

Doctors:

Doctor	Contact Details
Dr Graham Lewis (GP)	
Dr Paul Westwood (GP)	Mill Cottage, Kenn, Exeter EX6 7UR
	Home Tel: 01392 833770
Dr Richard Thomas	The Forge Kenn Exeter EX6 8UH
Dr Amelia Thomas	Home :01392 834996
Dr Hugh Plummer (GP)	Home Tel: 01392 833033

Nurses:

Nurse				Contact Details
Trudy	Vickery	(RGN,	specialist	Perryman's, Kenn, Exeter
Orthopa	nedic)			Home Tel: 01392 833603

First Aiders:

First Aider	Contact Details
Maggie Westcott -Paediatric first aider	Shell Cottage, Kennford, Exeter
and childminder	Home Tel: 01392 833583
	Mobile: 07772048077
Michelle Berry - child care	Higher Thornton Farm, Kenn, Exeter
(current)	Home Tel: 01392 832856
Brenda Stone -	Woodlands, Kenn, Exeter
	Home Tel: 01392 833227

Voluntary organisations:

Organisation/Named contact	Contact Details
WI - Polly Davey	Home Tel: 01392 834822
Pat Ellis	Home Tel: 01392 833354
	Mobile: 07751 029125
Kenn Parish Church - Jo Preece	Home Tel: 01392 832462
Simon Preece	Home Tel: 01392 832462
Polly Davey	Home Tel: 01392 834822
Ayesha Sec	Mobile: Tel 07411 585999

Builders/Plumbers/Electricians

(Temporary repair of damaged dwellings and other buildings)

Service	Contact	Contact Details
Builder	Phil White	4 Sunnyside Cottages, Kennford, Exeter
		Tel: 01392 833378
Builder	Kevin Lovell	Kenbury Court, Kennford, Exeter
		Tel: 01392 833341
	Chris Day	07886 192046
Plumber	Chris Plummer	Home: 01392 436179
		Mobile: 07775 678880

Equipment/Transport

Control Point equipment is shown above.

Type of Equip	Owner/Location	
Tractor & Trailer	Ted Mortimer, Higher Brenton, Kennford - Tel: 01392 832276	
	Robert Taverner, Lower Brenton, Kennford - Tel: 01392 832316	
Digger Wheeled &	John Addison, 07977 694280	
Tracked		
Front Loader	Robert Taverner, Lower Brenton, Kennford - Tel: 01392 832316	
	07812 201503	
Telescopic Handler	Ted Mortimer, Higher Brenton, Kennford - Tel: 01392 832276	
	07812 201503	
Water Bowser	Robert Taverner, Lower Brenton, Kennford - Tel: 01392 832316	
Chainsaw/s &	Matt Bate Pennycombe Farm Tel 07980277971	
qualified user/s	(4-wheel drive/Winch/portable pump)	
	Andy Chislett Bridge House Kenn Exeter	
	Tel:01392832654	
	Mob:07702363410	
	(4-wheel drive/generator available)	
	John Gosling Mobile: 07922 248696	
Portable Generator		
Four-wheel drive	Ted Mortimer, Higher Brenton, Kennford - Tel: 01392 832276	
type vehicles	Robert Taverner, Lower Brenton, Kennford - Tel: 01392 832316	

Other equipment and transport will be arranged through the local knowledge of Team members. Andy Chislett. Andy Crisp. John Gosling. John Adison.

Emergency accommodation/feeding

Area	Location	Resources/equipment available
<u>Kennford</u>	<u>Kenn Centre</u> Donna, Tel: 01392 833258 Mobile: 07702177394	Heating – Y - Oil Cooking – Y - Electric Kitchen/eating facilities gas First Aid Equipment –Y Toilet –Y Showers Y

<u>Seven Stars</u> <u>Neil Woodward</u> Tel: 01392 833246 -	Heating – Y- Calor Gas/Electric Cooking – Y – Calor Gas <i>Kitchen/eating facilities</i> Y <i>First Aid Equipment –</i> Y <i>Toilet -</i> Y
<u>Kenn Primary School</u> - Tel: 01392 832347 Out of hours – Secretary (Sue Whittaker) 01392 833596	Heating – Y – Electric (night storage) Cooking – Y - Electric Kitchen/eating facilities Y First Aid Equipment -Y Toilet -Y

(Annex B - Page 3 of 4 pages)

	<u>Exeter Court Hotel</u> Tel: 01392 832121	Heating – Y – Oil/Electric CH Cooking – Y – Calor Gas/Electric Kitchen/eating facilities Y First Aid Equipment -Y Toilet –Y Blankets/Pillows - Y
	<u>Gissons</u> Tel: 01392 832444	Heating – Y – Calor/Electric C H Cooking – Y – Calor Gas/Electric Kitchen/eating facilities Y First Aid Equipment -Y Toilet -Y
<u>Kenn</u>	Kenn Parish Church Jo Preece Tel: 01392 832462 Ayesha Sec 07411 565999	Heating – CH – Oil/Electric Cooking – N - hot drink facilities only(if there is electric) Kitchen/eating facilities - limited First Aid Equipment – limited Toilet - N
	<u>Ley Arms</u> <u>Martin Diment</u> Tel:01392 832341 Mobile: 07957 212540	Heating – Y – CH – Calor Gas/Electric Cooking – Y – Calor Gas/Electric Kitchen/eating facilities - Y First Aid Equipment - Y Toilet -Y
<u>Clapham</u>	<u>Taverners Farm</u> Tel: 01392 832316 – (Rob & Helen Taverner)	Heating - Y Cooking - Y (<i>limited</i>) <i>Kitchen/eating facilities - Y</i> <i>First Aid Equipment - Y</i> <i>Toilet - Y</i>

Pets

The care of pets has been considered and the following arrangements have been made:

Cats	Clare Lovell, Kenbury Court, Kennford,	
	Exeter Tel: 01392 833341	
Dogs	Animal Paradise, Orchards Springs,	
	Clapham Tel:01392 832595	

ANNEX C

Community Response

Loss of Communications

- If telephones are affected, and road traffic is not moving freely, communication within the community will be through volunteers or couriers carrying written or verbal messages.
- Communication outside the community will be maintained by passing messages via amateur radio operators or CB owners, to operators/owners in surrounding areas, and asking them to inform the emergency services.

Type of	Contact
Communication	
Couriers	
Amateur Radio /CB	No CB user known
(& call sign)	

• National/Local Radio listening watch will be maintained by the team leader at the Primary Control Point.

Loss of Other Main Services

The loss of electricity can have a 'knock' on effect on all other services. The weather will also affect the severity of the emergency, as will the availability of communications within, and outside, the community.

The situation will be assessed by the Emergency Management Team local contact at the time, and a suitable response made, using the resources detailed in the self-help plan.

If telephones are not affected, and road traffic is moving freely, contact should be made with the service supplier/s to:

- report the loss of service
- obtain an estimate of time when supplies will recommence.

If reconnection is likely to be delayed the supplier/s should be asked to institute emergency measures, to assist the community deal with the situation until normal service is resumed. <u>Teignbridge District Council</u> <u>should be informed</u>

Working hours - 01626 215819/361101, Out of hours - 01626 361101 - (ask for the duty engineer)

Flooding

<u>Areas at risk</u> The following areas are at risk of flooding:

Kennford

All properties in the vicinity of Pye Corner including properties in Exeter Road from Milford Cottages to Victoria House.

Kenn

All properties in the area of Youngs Farmhouse, The Forge & Mill Cottages.

Sandbags

Sandbags are stored at the Kenn Centre. Access to the site is available with the use of a key available from Mr Andy Chislett at the Control Point. Tel; 01392 832654 or Mr Kelvin Boot Tel: 01392 833546 Mobile: 07792 385158

Transport of sandbags - Please see Annex B for details of four-wheel drive vehicles & tractors & trailers.

Response to Isolation

- <u>Effects of isolation due to storm or deep snow.</u> The immediate effects will be that the community is cut off from outside help, and movement within the community may be difficulty. There may also be loss of one or more of the main services. *See Annex C for action if main services are cut off.*
- <u>Movement within the community</u>. The ability to move about the community is essential if assistance is to be given to those in need. Clearing pathways will be high priority. *See Annex B for details of clearance equipment, tractors & trailers & 4-wheel drive type vehicles.*

Organisation	Contact	Telephone Number
Emergency Management Team Contact -		Work: 01392 832654,
Kennford	Andy	Email: andychis@icloud.com
	Chislett	
Emergency Management Team Contact -	Andy	Mobile: 073078895753
Kennford	Crisp	Email: acrisp@kennparishcouncil.co.uk
Emergency Management Team Contact -	Rob	Mobile: 07887851114
<u>Clapham</u>	Taverner	
Emergency Management Team Contact -	Paul	Mobile: 0797 005451
KENN	Westwood	
Emergency Services (Fire, Ambulance, Police)		999
Police)		
Teignbridge District Council	Emergency	Working hours - 01626 215819 or 01626 361101,
Emergency Planning Office –	Planning	Out of hours - 01626 361101
ACTIVATION	Officer	
	(Group	
Taignbridge District Council	Engineer) Assistant	Tal: 01626 215925
Teignbridge District Council	Emergency	Tel: 01626 215835,
Emergency Planning Office - ADVICE	Planning	Email: <u>iflood@teignbridge.co.uk</u>
	Officer	
Environment Agency Flood line		0845 9881188
RD&E Hospital		01392 411611
Met Office		0870 9000100
Water – South West Water		0800 1691144
Electricity (Western Power)		0800 365 900
Haldon Views	John Wood	01392 833293

USEFUL WEBSITES

Devon County Emergency Planning Service	www.devon.gov.uk/index/safetyemergencies.htm
Devon & Cornwall Constabulary	www.devon-cornwall.police.uk/SiteInformation
Devon & Somerset Fire & Rescue Service	www.dsfire.gov.uk/devonfire
Disaster Action	www.disasteraction.org.uk
Environment Agency	www.environment-agency.gov.uk
Floodline	www.environment-agency.gov.uk/homeandleisure/floods
HM Coastguard	www.mcga.gov.uk
Highways Agency	www.highways.gov.uk
Local Resilience Forum	www.dcisprepared.org.uk
Met Office	www.metoffice.gov.uk/weather/uk/sw/sw_forecast_weather.h tml
South West Ambulance Service	www.swast.nhs.uk
UK Resilience	www.cabinetoffice.gov.uk/ukresilience.aspx

DISTRICT COUNCILS

EAST DEVON DISTRICT COUNCIL Out of Hours Service		01395 516854
Emergency Planning Officer JTancock@eastdevon.gov.uk		01395 516551 x 2254
EXETER CITY COUNCIL Emergency Planning judith.hardiman@devon.gov.uk		01392 382689
MID DEVON DISTRICT COUNCIL District Emergency Planning Officer Paul.Bourton@northdevon.gov.uk		01271 388312
NORTH DEVON COUNCIL Customer Service Centre Standby Officer (out of hours)		01271 388870 01271 388240
Civil Contingency Officer Paul.Bourton@northdevon.gov.uk		01271 388312
SOUTH HAMS DISTRICT COUNCIL Out of hours contact (Torbay Council)	1803 550405	01803 550405
South Hams District Council – working hours	01803 861234	01803 867034
Emergency Planning Officer Peter.Dale@southhams.gov.uk		01803 861278
TEIGNBRIDGE DISTRICT COUNCIL		
Main Switchboard (office hours only)	Reception	01626 361101
Home Safeguard (out of hours calls)	Home Safeguard	01395 516854
TORRIDGE DISTRICT COUNCIL		
Switchboard (office hours)		01237 428700
Standby Officer (out of hours(01237 423200
Emergency Planning Officer EmergencyPlanning.Staddon@torridge.gov.uk		01237 428806
WEST DEVON BOROUGH COUNCIL Emergency Planning Officer Peter.Dale@southhams.gov.uk		01803 861278 FAX: 01803 861294

DEVON COUNTY COUNCIL

MY DEVON - CUSTOMER SERVICE CENTRE

General Enquiries	Office hours	0845 155 1015
DCC HIGHWAYS (HOCC)	Public number	01392 383329
EMERGENCY PLANNING SERVICE		
General number	Office hours	01392 382680 FAX: 01392 382709
TRADING STANDARDS SERVICE		
First contact out of hours (Duty Officer) for emergencies relating to Farmed Animal Health and Petroleum incidents	24 hours	01392 499499

EMERGENCY SERVICES

DEVON & CORNWALL CONSTABULARY	
Emergency Calls Non-emergency calls	999 101
Headquarters Reception	01392 872200
SOUTH WESTERN AMBULANCE SERVICE	
Central Ambulance Control Emergency Calls General Enquiries (24 hrs)	999 01392 261621
HM COASTGUARD	
Emergency Calls	999
Coastguard Infoline	0870 600 6505
ENVIRONMENT AGENCY – SOUTH WEST REGION	

National Customer Contact Centre (0800 to 1800 Monday to Friday) General enquiries 08708 506506

Flood line – including latest Flood Warning Information for Public (24 hrs) <u>www.environment-agency.gov.uk/homeandleisure/floods</u> River levels E.A Splatford stream Bulford Lane

<u>HEALTH</u>

NHS DIRECT

Flu Information Line (when in operation)

MOTORING ORGANISATIONS

AA – Road watch	0906 88 84322
Emergency Breakdown Number	0800 887766 or 0121 275 3746

RAC Breakdown Number

RADIO STATIONS

BBC Radio Devon	Plymouth Reception	01752 260323
	Exeter Reception	01392 215651
	Newsroom	01752 234511
	Travel Desk	0845 300 2829
Heart FM Exeter	Switchboard	01392 444444
Heart FM Plymouth	Switchboard	01752 275600
	News	01752 275642
Palm FM	Switchboard	01803 321055
	Travel/News	01803 314545
	News	01803 321050

UTILITIES

BT	
General enquires	01525 290647
Virgin Media	0845 454 2222
GAS & ELECTRICITY	
ALL GAS LEAKS	0800 111 999

0845 988 1188

0845 4647

0800 1513 513

0800 828282

SOUTH WEST WATER

Water leaks - non household

0800 169 1144

<u>CITIZENS ADVICE – SOUTH WEST REGION</u>

Headquarters: Area Office		01392 425517 FAX: 01392 438690
<u>RSPCA</u>	24 hr	0300 1234 999
	Office hours	0300 1234 555
SAMARITANS	24 hrs	08457 90 90 90
VICTIM SUPPORT DEVON		
Victim Support Line		0845 30 30 900
Office hours 8am – 8pm	Mon-Fri	0845 676 1020

<u>WEATHER</u>

MET OFFICE Weather call – Devon & Cornwall

South West Regional Office 8am – pm

09014 722 054

Mon – Fri 01460 55535

ANNEX D Location of Fire Hydrants

Kennford	TBC
Kenn	твс
Clapham	ТВС