

KENN PARISH

COMMUNITY EMERGENCY PLAN

Community: Kennford, Kenn and Clapham

Version: 3.0

Date: July 2026

Prepared by: Kenn Parish Council Emergency Management Team

Authority: Devon Community Resilience Forum

Classification: Not for general distribution — see Annex R1 for restricted contacts

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

Amendments

Date	Version	Reason for Amendment	Changed By
April 2005	1.0	Original issue	
November 2006	1.1	Update	
January 2008	1.2	Update	
August 2009	1.3	Update	
July 2012	1.4	Update	
March 2015	1.5	Update	
March 2022	1.6	Update	
October 2023	1.7	Update	
July 2024	1.8	Update	
December 2024	1.9	Update	
June 2025	1.10	Update	
October 2025	1.11	Update	
February 2026	1.12	Update	
March 2026	2.0	Full revision — Flood Team embedded; template updated	Kenn Parish Council
July 2026	3.0	Updated	Kenn Parish Council

1. Introduction

Kenn Parish Council has developed this Community Emergency Plan to provide resilience and a coordinated self-help response during the pre-event phase or initial stages of an emergency. All emergencies affecting the Parish will be dealt with routinely by the joint response of the police, emergency services, major utilities, and Teignbridge District Council. However, there may be rare occasions when circumstances delay the arrival of assistance. If this happens, the Parish will need help itself.

The objectives of this plan are to:

- Identify risks to the community.
- Identify strategies to reduce and respond to an emergency, including warning the community.
- Identify vulnerable people within the community.
- Identify community resources available during an emergency.
- Provide contact details for the Community Response Team, community resources, the emergency services, and local authorities.
- Provide information and assistance to the emergency services when they arrive and throughout the event.

2. Community Response Team (Emergency Management Team)

The Emergency Management Team (EMT) has been appointed by the Parish Council to manage the community's response to an emergency, keep the plan up to date, and coordinate personnel and resources.

2.1 Team Contacts

Role / Area	Name	Contact Details
Team Leader (Kennford)	Cllr Andy Chislett	07702 363410 andychis@icloud.com
Logistics / Member (Kennford)	Mr Andy Crisp	07307 895753 acrispo@btinternet.com
Member (Kenn)	Position vacant	
Member (Clapham)	Mr Rob Taverner	07887 851114

Clerk / Health & Safety	Mr John Goodey	07974 513695 clerk@kennparishcouncil.gov.uk
Snow Warden	Mr Ben Stratton	07813 621226
Flood Comms Lead	Cllr Dom Jinks	07748303496 domjinks@gmail.com

2.2 Responsibilities

The Team Leader is responsible for:

- Writing, organizing, and regularly reviewing the Community Emergency Plan (at least annually).
- Acting as the focal point for the community and maintaining communication with local authorities and emergency services.
- Overall control, coordination, and activation of the plan.

All EMT members should:

- Live in the community and have good local knowledge.
- Conduct risk assessments for their designated area (Kennford, Kenn, or Clapham) and report back to the Primary Control Point.
- Provide additional support to vulnerable people.
- Maintain confidentiality where needed.
- Maintain their own action log during an incident.
- Support the Team Leader in activating resources, personnel, and equipment.

3. Related Emergency Planning

3.1 Arrangements between emergency services and local authorities

Local authorities and emergency services operate a three-tier command structure: Operational (Bronze), Tactical (Silver), and Strategic (Gold). The Parish EMT will hand over information to the appropriate services upon their arrival and provide a situation report.

3.2 The Home Emergency Plan

Residents are encouraged to maintain a Home Emergency Plan to prepare for disruptions to essential services, travel, and telecoms. This includes preparing an 'emergency bag', knowing how to isolate domestic utilities, and storing a three-day food and water supply. Copies are available from the Parish Clerk.

4. Knowing the Unknowns

4.1 Identifying and preparing for risks

The EMT assesses risks including flooding, isolation (due to severe storms or deep snow), and the loss of main services (electricity, water, communications). Vulnerable buildings and people are recorded in the restricted Annex R1.

Key flood risk areas within the Parish:

- Kennford: All properties in the vicinity of Pye Corner, including properties in Exeter Road from Milford Cottages to Victoria House.
- Kenn: All properties in Youngs Farmhouse, The Forge, and Mill Cottages.

5. Activating the Emergency Plan

5.1 Triggers

The plan will be activated whenever the EMT considers it necessary. Specific triggers for flood activation include:

- Met Office warnings indicating significant rainfall (Amber or Red).
- River levels (e.g., E.A. Splatford stream at Bulford Lane) or drains showing signs of rising or blockage.
- Volunteers or residents reporting emerging risks.
- On-site checks by the Logistics or Planning & Communications Lead identifying a credible threat.

5.2 Notification

Upon activation, Teignbridge District Council (TDC) and emergency services must be advised immediately.

Contact	Number	Hours
TDC Activation (Group Engineer)	01626 215819 or 01626 361101	Working hours
TDC Activation (Duty Engineer)	01626 361101 or 01626 215064	Out of hours
TDC Advice (Asst. Planning Officer)	01626 215835	Working hours
Environment Agency Floodline	0345 988 1188	24 hours

For flood events, activation is coordinated jointly by the Logistics Lead (Andy Crisp) and the Planning & Communications Lead (Dom Jinks). An activation message is issued via the Kenn Parish Volunteer Flood Team WhatsApp group. Resident updates are shared separately through the Residents' Flood Information WhatsApp group (administered by Jemma Ntale and Dom Jinks) to keep operational and public communications distinct.

Stand-down is issued by Andy Crisp and Dom Jinks when conditions improve, followed by equipment return, issue reporting, and a brief debrief to capture learning.

6. Taking Control and Managing the Incident

6.1 Incident Coordination

Control Point	Location	Contact
Primary CP	April Cottage, Kennford	07702 363410 / 01392 832654
Secondary CP	Kennford Playbox, rear of Beers Terrace	Contact Team Leader
Pump Equipment	Storage garage opposite April cottage Kennford & Kenn Centre	Key held by Andy Chislett / Kelvin Boot

CP equipment (held by Team Leader Andy Chislett) includes: mobile phone, OS maps of the Parish, lighting, log sheets, portable radio, first aid kit, and a copy of this plan. When emergency services arrive, the Team Leader will introduce themselves, hand over a copy of the plan, and provide a situation report (SITREP).

Note: The door of the Pumphouse requires modification to open outwards, and a light is needed inside. These are identified maintenance actions.

7. Skills, Resources, and the Volunteer Flood Team

7.1 Community Resources

The Parish maintains lists of personnel (doctors, nurses, first aiders, builders, electricians, plumbers), equipment (tractors, trailers, four-by-four vehicles, chainsaws, portable generators, emergency pumps, water bowser), and accommodation. Sandbags are stored at the Kenn Centre.

Resource Type	Owner / Location	Contact
Tractor & Trailer / Digger	Ted Mortimer, Higher Brenton, Kennford	01392 832276
Tractor & Trailer / Front Loader / Water Bowser	Robert Taverner, Lower Brenton, Kennford	01392 832316
Telescopic Handler	Ted Mortimer, Higher Brenton, Kennford	01392 832276

Chainsaw & Qualified User	Matt Bate, Pennycombe Farm	07980 277971
4x4 / Winch / Portable Pump	Andy Chislett, Bridge House, Kenn	01392 832654
4x4 / Generator	John Gosling	07922 248696
Sandbags	Kenn Centre (key: Andy Chislett / Kelvin Boot)	07702 363410 / 01392 833546

7.2 Volunteer Flood Team

Following the flooding event on 26 January 2026, a dedicated Volunteer Flood Team was established to ensure a faster, coordinated response for pump deployment, sandbag distribution, drain monitoring, road safety, and community welfare. The team is connected to Kenn Parish Council and forms part of this Emergency Plan. Volunteers are equipped with high-vis waterproof jackets, waders, gloves, and headtorches.

Team Leadership

Role	Name	Key Responsibilities
Team Leader – Logistics	Andy Crisp	Leads operational deployment, oversees pump and equipment use, coordinates vehicles, ensures volunteer safety, and liaises with the Kenn Leader.
Team Leader – Planning & Communications	Dom Jinks	Leads pre-event planning and communications, activates the volunteer WhatsApp group, oversees resident alerts, and coordinates with the Kenn Centre Team for welfare activation. Has operational control for road closures and the Kenn Team.

Pump Team

Role	Name	Key Responsibilities
Pump Team Lead	Andy Crisp	Leads the Pump Team.
Pump Team Deputy	Greg Wiseman	Acts as Pump Lead in Andy's absence.
Pump Operators	A. Crisp, G. Wiseman, B. Stretton, D. Whisker, S. Whisker	Deploy pumps, follow activation protocols, report equipment faults, and support the sandbag team when pump duties are complete.

Sandbag Team

Role	Name	Key Responsibilities
Sandbag Lead	Richard Frost / Kelvin Boot	Leads the Sandbag Team.
Sandbag Team	R. Frost, K. Boot, C. Lovell-Day, Greg, N. Holland, L. Pile, I. Owens, Lou	Prepare, transport, and deploy sandbags and sheeting; work with the Pump Team to protect properties and drains.
Sandbag 4x4 Driver	Chris Lovell-Day	Provides four-by-four transport for sandbags and equipment.

Kenn Village Team

Role	Name	Key Responsibilities
Kenn Leader	Ross Chalmers	Leads all operations within Kenn, activates Kenn volunteers, and monitors drains.
Kenn Team Member	Richard Thomas	Supports the Kenn Leader.
Kenn 4x4 Driver	Ed Mortimer	Provides four-by-four transport for sandbags and equipment.

Road Safety Team

Role	Name	Key Responsibilities
Team Leader	To be assigned	Deploy "Road Closed" signs and portable lights; staff road closures safely.
Road Team Members (x2)	To be recruited	Support the Team Leader.

Support Teams

Role	Name	Key Responsibilities
Vulnerable Group Liaison	Kay Whisker	Maintains awareness of vulnerable households and coordinates welfare checks.
Kenn Centre Team Leader	Claire Salter	Prepares Kenn Centre as an evacuation hub, organizes welfare provisions (including hot drinks for evacuees and volunteers), and manages the volunteer Rota.
Kenn Centre Volunteer	Ayesha Lovell-Day	Supports the Kenn Centre Team Lead.
Kenn Centre Volunteer	Annie Jinks	Supports the Kenn Centre Team Lead.
Resident Communications	Jemma Ntale	Manages resident-facing updates; supports the resident contact list; shares alerts about drains, road closures, and vehicle relocation.
Weather Lead	Ross Chalmers	Monitors Met Office weather and warnings, river levels, and rainfall.
General Communications	Kelvin Boot	Liaises with Dom Jinks on all communications matters.

The Flood Team meets no more than four times annually and attends annual training. New volunteers are always welcome — particularly for the Kenn Centre Team and Road Safety Team. Contact any Team Leader to join. Training is available through Communities Prepared (www.communitiesprepared.org.uk) — a free national training route for community flood volunteers.

8. Key Facilities

8.1 Community Shelters and Emergency Accommodation

If evacuation is required and the local authority cannot provide immediate assistance, the following locations can serve as Community Shelters. The Kenn Centre is the primary hub for flooded households and volunteers.

Location	Area	Contact	Key Facilities
Kenn Centre	Kennford	Key: Andy Chislett / Kelvin Boot	Heating, cooking, first aid, toilets, showers. Primary welfare hub.
Kenn Woman's Institute	Kennford		Heating (oil), cooking (electric/gas), first aid, toilets, showers.
Seven Stars	Kennford	Neil Woodward 01392 833246	Heating, cooking (calor gas), first aid, toilets.
Kenn Primary School	Kennford	01392 832347 (out of hours: 01392 833596)	Heating, cooking (electric), first aid, toilets.
Exeter Court Hotel	Kennford	01392 832121	Heating, cooking, first aid, toilets, blankets/pillows.
Gissons	Kennford	01392 832444	Heating, cooking, first aid, toilets.
Kenn Parish Church	Kenn	Jo Preece 01392 832462	Heating, limited kitchen, limited first aid. No toilets.
Ley Arms	Kenn	Martin Diment 01392 832341	Heating, cooking (calor gas/electric), first aid, toilets.
Taverners Farm	Clapham	Rob & Helen Taverner 01392 832316	Heating, limited cooking, first aid, toilets.

8.2 Pet Care

Animal	Contact	Details
Cats	Clare Lovell, Kennbury Court, Kennford	01392 833341
Dogs	Animal Paradise, Orchards Springs, Clapham	01392 832595

9. Keeping in Touch

9.1 Communications

If telephones and mobile networks fail, communication within the community will be maintained through volunteer couriers carrying written or verbal messages. Communication outside the community will be attempted via amateur radio or CB operators to inform the police. A listening watch on national and local radio will be maintained at the Primary Control Point.

9.2 Flood Event Communications

The Volunteer Flood Team uses two distinct WhatsApp channels to ensure operational instructions and public information remain separate:

- Kenn Parish Volunteer Flood Team — for team coordination and operational updates.
- Residents' Flood Information — administered by Jemma Ntale and Dom Jinks, for resident-facing information, drain alerts, and vehicle relocation advice.

9.3 Warning and Informing

Key information such as road or school closures is reported on local radio. Residents should keep a battery-operated or wind-up FM radio. BBC Radio Devon (Exeter: 01392 215651) is the primary local station. Residents in flood-risk areas are strongly encouraged to register for free flood warnings at www.gov.uk/sign-up-for-flood-warnings or by calling Floodline on 0345 988 1188.

10. Key Contacts

10.1 Emergency Services and Authorities

Service / Organisation	Telephone	Notes
Emergency Services (Police, Fire, Ambulance)	999	All emergencies
Police (non-emergency)	101	
RD&E Hospital	01392 411611	
Environment Agency Floodline	0345 988 1188	24 hours — report flooding; sign up for warnings
Met Office	0370 900 0600	
South West Water (leaks)	0344 346 2020 / 0800 169 1144	
Western Power (power cuts)	0800 096 3080 / 0800 365 900	
National Gas (gas leaks)	0800 111 999	
Devon County Council Highways	01392 383329	
National Highways	0345 155 1004	
Teignbridge DC — Activation (working hours)	01626 215819 or 01626 361101	
Teignbridge DC — Out of hours	01626 361101 or 01626 215064	
Teignbridge DC — Advice	01626 215835 iflood@teignbridge.co.uk	
RSPCA	0300 1234 999	24 hours
Samaritans	116 123	24 hours

10.2 Useful Websites

Organisation	Website
Environment Agency (flood risk & warnings)	www.gov.uk/flood
Sign up for flood warnings	www.gov.uk/sign-up-for-flood-warnings
Devon County Council	www.devon.gov.uk
Devon & Cornwall Constabulary	www.devon-cornwall.police.uk
Devon & Somerset Fire & Rescue	www.dsfire.gov.uk
South West Ambulance Service	www.swast.nhs.uk

National Flood Forum	www.floodforum.org.uk
Communities Prepared (volunteer training)	www.communitiesprepared.org.uk
Met Office	www.metoffice.gov.uk

11. Insurance

The EMT ensures 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 includes public liability and officials' indemnity.

Insurer: Ansvar | Policy Number: ACY 2381761

Note: This policy does not cover individuals who are not officially part of the Emergency Management Team.

12. Plan Maintenance

This plan should be reviewed and updated every twelve months, and whenever there is any change of detail or added information is received. The EMT should meet every six months to discuss community resilience arrangements. When updated pages are distributed, old pages must be returned. The plan is reported on annually to the community, including whether it has been activated and whether any team members have changed.

Annexes

Annex	Title	Distribution
A	Home Emergency Plan	Public
B	Community Risk Assessment	Public
C	Maps of the Community (including flood risk areas)	Public
D	Telephone Tree Notification System	Public
E	Activation Procedure and Logging Sheet	Public
F	Community Flood Plan (including Flood Team Activation)	Public
G	Situation Report (SITREP)	Public
H	Community Resources	Public
I	Key Contacts List (publicly available)	Public
J	Establishing and Operating a Community Shelter	Public
K	Communications, Warning and Informing	Public
L	Plan Distribution	Public
M	Glossary	Public
R1	Vulnerable People within the Community	RESTRICTED
R2	Key Contacts List (not for general distribution)	RESTRICTED

Annex F — Community Flood Plan

This annex contains the detailed flood response plan for Kenn Parish, including maps of flood risk areas, the Flood Team activation procedure, before/during/after flood actions, and a list of reputable contractors for post-flood recovery.

F.1 Flood Risk Areas and Monitoring

Residents and team members can check flood risk and sign up for free Environment Agency flood warnings at www.gov.uk/sign-up-for-flood-warnings or by calling Flood line on 0345 988 1188. The E.A. Splatford stream gauge at Bulford Lane is the primary local indicator.

Flood line Quick dial Number for Kenn Parish: _____

F.2 Before, During and After a Flood

Phase	Actions
Before a flood	• Register for EA flood warnings. • Prepare sandbags (stored at Kenn Centre). • Move vehicles to higher ground if advised. • Check on vulnerable neighbours. • Monitor the Residents' Flood Information WhatsApp group. • Prepare an emergency bag (documents, medication, valuables).
During a flood	• Follow instructions from the Flood Team and emergency services. • Do not walk or drive through flood water. • If evacuation is required, proceed to the Kenn Centre. • Wear PPE if in contact with flood water. • Keep pets safe — contact Animal Paradise (Clapham) or Clare Lovell (Kennford).
After a flood	• Photograph damage before cleaning up (for insurance purposes). • Contact your insurer before discarding damaged items. • Report any ongoing hazards to the Team Leader. • Attend the post-event debrief if invited. • See EA guidance: www.gov.uk/prepare-for-a-flood/get-help-after-a-flood

F.3 Flood Team Activation Summary

Activation is coordinated jointly by Andy Crisp (Logistics Lead) and Dom Jinks (Planning & Communications Lead). Upon activation:

- Pump Team prepares and deploys pumps.
- Sandbag Team fills, transports, and positions sandbags.
- Kenn Team monitors drains and vulnerable points.
- Road Safety Team deploys "Road Closed" signs and portable lights.
- Kenn Centre Team prepares the Kenn Centre as an evacuation hub.
- Communications Team (Dom Jinks, Jemma Ntale, Kelvin Boot) shares updates and relocation advice.

F.4 Reputable Post-Flood Contractors

Insert details of local contractors for drainage, building repair, and clean-up here. Encourage residents to take photos before cleaning up and to consult their insurer before discarding items.

Further guidance: www.gov.uk/prepare-for-a-flood/get-help-after-a-flood

Annex M — Glossary

Acronym / Term	Definition
Bronze Command	Operational Command
CEP	Community Emergency Plan
CP	Control Point
CRT / EMT	Community Response Team / Emergency Management Team
CS	Community Shelter
DCC	Devon County Council
EA	Environment Agency
EP	Emergency Plan
FAZ	Flood Action Zone
HLS	Helicopter Landing Site
ICP	Incident Control Point
PPE	Personal Protective Equipment
SAR	Search and rescue
SDP	Sandbag Distribution Point
Silver Command	Tactical Command
Gold Command	Strategic Command
SITREP	Situation Report
TDC	Teignbridge District Council