



# **Brixton Parish Community Emergency Plan**

Brixton Parish Council

Issue date March 2020 Version 6

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## 2 Activating the Brixton Parish Community Emergency Plan

The Emergency plan should be activated by the Coordinator, or in their absence, Deputy or any other member of the **Community Emergency Response Team (CERT)**

Conditions for Activating the Brixton Parish Community Emergency Plan:

An emergency – event/s likely to affect and damage Brixton Parish residents and/or businesses. Examples include severe weather, flooding, sustained power cuts, pandemic, major events or accidents affecting transport, etc.

The plan should be activated when it makes sense to do so, when, working with the Emergency services, our local support and action may avoid or minimise damage or risks to the community - without putting ourselves or others in danger.

First contact the rest of the team to tell them the Emergency Plan has been activated and agree actions each will take, then start the log. South Hams District Council/Devon County Council/other relevant authorities should be advised plan has been activated as well as Parish Clerk.

The Community may need an Emergency meeting point and/or Evacuation centre. Emergency services may want an Emergency Control point from which to work or coordinate work. They can use the following meeting places as appropriate:

**Incident Control/Community Emergency meeting points and helipad:**

1. **The Community Centre, St Mary's School, Brixton, Elliots Hill PL8 2AG Helipad in school grounds** Latitude: 50.350216 Longitude: -4.036466 degrees
2. Brixton St Mary's Church
3. Plymstock Albion Oaks Rugby Club, Wembury Road, PL9 0DF (helipad on grounds, floodlit at night)

Brixton Village Speculation Art Gallery and Foxhound Inn may also be considered.

**Defibrillators – FIVE** are

► outside Foxhound Inn ► outside St Mary's Brixton School ► in phone boxes on A379 and Fordbrook Road ► inside Rugby Club at Horsham Playing Fields

## Community Emergency Response Team

The Community Emergency Response Team (CERT) coordinate the community's response to an incident. They are responsible for keeping the plan up to date.

The Coordinator, or in her absence, another member of the CERT should activate the plan and delegate actions to team members or Local Contacts as appropriate.

### Community Support - Emergency local volunteers

Local contacts have volunteered to look out for vulnerable residents in their locality and help communicate and coordinate actions working in their area with the Community Emergency Response Team or use their skills in helping during and after an emergency.

Their contact details are listed on a RESTRICTED page, not for publication.

## 3 Community Emergency Response Team

Brixton Parish Community Emergency Response Team (CERT) coordinate the community's response to an incident.

Role	Name	Tel / mobile	Address / email
Coordinatr	Helen Deas Williams	01752 <b>881873</b> 07861 406425	3 Pear Tree Cottages Brixton PL8 2PA <a href="mailto:helendeas1@hotmail.com">helendeas1@hotmail.com</a> <a href="mailto:helen.deaswilliams@brixtonparishcouncil.org.uk">helen.deaswilliams@brixtonparishcouncil.org.uk</a>
Deputy	Bruce Pavier	01752 <b>881153</b>	12 Cross Park, Brixton PL8 <a href="mailto:brucepavier@btinternet.com">brucepavier@btinternet.com</a>
Team Member	Liz Hitchins Chair BPC	01752 <b>880715</b>	Horn Lane Brixton PL8 2AB <a href="mailto:Liz@hornlane.eclipse.co.uk">Liz@hornlane.eclipse.co.uk</a>
Team Member	Michael Wills Dep Ch BPC	01752 <b>880012</b> 07910 857598	High Hurlwind Legion Lane Brixton PL8 2AL <a href="mailto:high.hurlwind@talktalk.net">high.hurlwind@talktalk.net</a>
Team Member	Mackenzie Pike	07799 577757	Pear Tree Cottages Brixton PL8 2PA <a href="mailto:mackenziepike1@gmail.com">mackenziepike1@gmail.com</a>
Team Members	Jane and Guy Pennington	07970 962751 07989 448101	The Coach House, Lodge Lane, PL8 <a href="mailto:gj9.pennington@gmail.com">gj9.pennington@gmail.com</a>
Team Member	John Hollow	01752 <b>402873</b> 07776 236740	Spriddlestone <a href="mailto:pou599@aol.com">pou599@aol.com</a>
Team Member	Joe Parish	07766 154977	Willow Cottage, 2 Railway View, Brixton Torr <a href="mailto:joe.parish@brixtonparishcouncil.org.uk">joe.parish@brixtonparishcouncil.org.uk</a>

### The role of the Community Emergency Response Team Co-ordinator is to:

- Pull together a Community Response Plan and ensure it is regularly updated.
- Ensure that all team members are engaged in the planning and response processes.
- Act as a focal point for the community in the response to an emergency.
- Ensure that the appropriate authorities and individuals are notified.
- Be the main contact point for District/Borough and County Councils and the emergency services, to ensure that two-way communication is maintained.
- Communicate important messages to the community.
- Delegate specific roles to others on the CRT/in the community as appropriate.
- Activate resources as required.
- Report annually to the Community detailing if the plan has been activated
- Highlight any changes to the CRT members.

## Emergency Action Check List

Action		Complete
1	Where an emergency is possible or anticipated, monitor the situation and warn members of the CERT and community as appropriate. Be ready to respond urgently and activate the Emergency plan.	
2	If appropriate Dial <b>999</b> and/or other numbers and ensure appropriate Emergency Services are aware of the emergency. Follow any advice given.	
3	Contact and inform South Hams District Council. Consider contacting Yealmpton Emergency Team (and Devon County Council if appropriate).	
4	Begin recording details on the Log Sheet overleaf, noting: <ul style="list-style-type: none"> <li>• Any decisions you have made and why.</li> <li>• Actions taken.</li> <li>• Who you spoke to and what you said. (Including contact numbers)</li> <li>• Any information received.</li> </ul>	
5	Contact other members of the CERT and members of the community that need to be alerted by agreed method. <ul style="list-style-type: none"> <li>• Households affected.</li> <li>• The Parish Council / Ward via the Parish Clerk.</li> <li>• Volunteers and key holders as appropriate.</li> </ul>	
6	If necessary, call a community meeting but ensure the venue is safe and people can get there safely. Access the Emergency Box in the Community cupboard.	
7	Make sure you take notes and record actions from the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.	
8	When the emergency services attend, the co-coordinator should make him/herself and the Plan available.	

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS.**

## 5 If the Emergency plan is activated **start this Logging Sheet**

Record all information and contacts made during an emergency. Complete the log sheet to ensure information is not lost or actions duplicated. Record when the Emergency plan has been stood down too.

Who is keeping this master log \_\_\_\_\_ Log page 1

Date/ Time	Information / Decision / Action	Initial

More logging pages at Annex N and in emergency box

## Annex A Key official / local contacts

Service / Name	Telephone/website	Additional info
Ivybridge Police Station PCSO Andy Potter PCSO Charlotte Mathers	0845 2777444	Ivybridge rural south <a href="mailto:ivybridge@devonandcornwall.pnn.police.uk">ivybridge@devonandcornwall.pnn.police.uk</a>
Devon & Cornwall Police	101 or email 101@dc.police.uk	<a href="http://www.devon-cornwall.police.uk">www.devon-cornwall.police.uk</a>
South Hams District Council	01803 861234	Emergency only 01803 867034
South West Water	0800 083 0283 0344 346 2020	
Gas	0800 111 999	Technical support 0800 048 0505
*Western Power Distribution	Power issues 105 or 0800 6783 105	General 0800 096 3080 Vulnerable/ Priority 12920 535701
Yealm Medical Centre Yealmpton	01752 880567	Emergency number (not out of hours)
Highways - Nick Colton	0345 155 1004	Devon County Council
Environment Agency Floodline	0800 80 70 60 0345 988 1188	Report incidents 0800 807 060
St. Marys School Defibrillator, Community room	01752 880436	Community meeting room via Chair BPC <a href="mailto:admin@stmarys-brixton.devon.sch.uk">admin@stmarys-brixton.devon.sch.uk</a>
Harbour Master Yealm Harbour Authority	01752 872533	Mark Beighton <a href="mailto:office@yealmharbourauthority.co.uk">office@yealmharbourauthority.co.uk</a>
Love Brixton Facebook pages	01752 481339	Ian Calvert, BPC <a href="mailto:ian@haveanicestay.co.uk">ian@haveanicestay.co.uk</a>
Chair Brixton Parish Council	01752 880715	Liz Hitchins, BPC Chair <a href="mailto:liz@hornlane.eclipse.co.uk">liz@hornlane.eclipse.co.uk</a>
Clerk Brixton Parish Council	07890 945785	Kirstie Aldridge <a href="mailto:clerk@brixtonparishcouncil.org.uk">clerk@brixtonparishcouncil.org.uk</a>
The Foxhound (food/shelter) Defibrillator Site	01752 880271	Defibrillator site, Gas cooking <a href="mailto:info@foxhoundinn.co.uk">info@foxhoundinn.co.uk</a>
Snow Warden/Plan coordinator Helen Deas Williams	01752 881873 07861 406425	Will arrange supply grit/salt in Brixton, <a href="mailto:helen.deaswilliams@brixtonparishcouncil.org.uk">helen.deaswilliams@brixtonparishcouncil.org.uk</a>
County Councillor John Hart	01752 403554	<a href="mailto:john.hart@devon.gov.uk">john.hart@devon.gov.uk</a> Lives Wembury
District Cllr Matt Chown	07815 037731	<a href="mailto:Cllr.Matthew.Chown@southhams.gov.uk">Cllr.Matthew.Chown@southhams.gov.uk</a> lives Wembury
District Cllr Dan Brown	01752 862516 07530 530039	<a href="mailto:Cllr.Daniel.Brown@southhams.gov.uk">Cllr.Daniel.Brown@southhams.gov.uk</a> lives Wembury

## Annex C – Some Risks and suggested responses

Risk / Hazard	Possible Actions
Sustained Power Failure electricity/gas	CERT to provide communication of information, support and reassurance as appropriate for identified vulnerable people. Contact Western Power Distribution for their list of vulnerable people.
Sustained Water Failure	CERT to relay information, give support and reassurance as appropriate for identified vulnerable people.
Heavy Snow	Early warning/communication of Environment Agency warnings. Coordinator or Clerk to post on Facebook, send to Parish Council, CERT members and potentially key people in specific areas, CERT coordinator to organise drops as Snow Warden.
Flash Flood	Early warning and communication of Environment Agency warnings. Co-ordinator or Clerk to post on facebook and send to Parish Council, CERT members and potentially key people in specific areas, Yealmpton
Major traffic accident on A379 or close to village	Similar model as above regarding warning. Local knowledge to be shared with emergency services regarding re-routing/local support. Support school if school children unable to travel home.
Extreme weather - heat	Early warning and communication of Environment Agency warnings. Clerk to post on Facebook(s) and send to Parish Council, CERT members and potentially key people in specific areas.
Loss of telecommunications	Communication of information, personal support and reassurance as appropriate for identified vulnerable people. Use radios-emergency box.
Unexploded bombs	CERT helps identify safe refuge area; know evacuation procedures, communication systems, closure of footpaths as well as roads.
Gas Leak	CERT helps identify suitable refuge area, evacuation process. Personal support for vulnerable individuals with mobility or cognitive difficulties.
Oil Spillage in Yealm	Environment Agency would co-ordinate. CERT communicates event to parishioners, facebook.
Fire	CERT helps identify suitable refuge area, evacuation process. Personal support for vulnerable individuals with mobility or cognitive difficulties
Aircraft accident	CERT helps identify suitable refuge area, evacuation process. Support for vulnerable individuals.
Outside the Parish Nuclear incident	Nuclear Incident – Guidance provided by Ministry of Defence and Devonport Royal Dockyard Limited (DML) with South Hams District Council in a booklet entitled 'What to do in a Nuclear Emergency' dated July 2005. it can be downloaded from <a href="http://www.plymouth.gov.uk">www.plymouth.gov.uk</a> then through the following links A-Z/Emergency Planning/Preparing for emergencies/Regulated hazard sites/Devonport Dockyard
Agricultural crisis	CERT to be guided by relevant authorities.
Epidemic/Pandemic	CERT will be guided by relevant authorities. Should identify vulnerable people, effectively communicate relevant information.
Fuel Crisis	CERT to help identify those most vulnerable and help develop a Fuel Rationing list for the Parish.
Helipad sites – St Mary's school grounds and rugby club	Toby Russell Community Helipads Development Officer 01392 466666 07943 207673



### **1.0 Introduction**

An emergency/major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

Although there is no statutory responsibility for communities to plan for, respond to, or recover from emergencies, it is good practice to identify hazards and make simple plans on how they might respond to them. Brixton Parish Council has developed this Community Emergency Plan (CEP) to provide resilience for the community in the pre-event phase or early stages of an emergency.

The Community Emergency Response Team (CERT) has been formed to assist the activation of this plan and to assist the emergency services wherever possible, prior to, during and after an emergency event.

#### **1.1 Aim**

The aim of this plan is to increase resilience within the local community by developing a robust co-ordinated approach that complements the plans of responding agencies and authorities. Brixton's (CEP) enables the community to respond and deal with an emergency, when outside assistance is unavailable, or delayed, due to over demand. South Hams District Council needs to be informed by Brixton Parish Council when the plan is activated or they may ask the CERT to activate the plan.

Detailed records need to be kept by Helen Deas Williams Coordinator and/or Bruce Pavier Deputy Coordinator for Brixton's CERT of events during the emergency response.

The CERT's involvement mainly concerns the provision of support eg shelter, food, warmth and general first aid for people who are vulnerable or made homeless during an emergency. The CERT will endeavour to maintain contact with the Emergency Services during any emergency. There will be a need for a sustained effort by the community in recovering from any major emergency incident and the Parish Council will be able to assist with this task.

#### **1.2 Objectives**

- Identify the risks most likely to impact the community
- Identify relevant steps to mitigate and respond to emergency situations, including warning the community as required.
- Identify vulnerable people / groups / establishments in the community
- Identify community resources available to assist during an emergency
- Provide key contact details for the Community Emergency Response Team, Key Community Resources, the Emergency Services and Local Authorities.
- Provide information and assistance to the Emergency Services upon their arrival and as appropriate throughout the event.

## 2.0 Activation Procedure/Trigger and Escalation

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A guideline activation procedure can be found at the start of this plan with the call out order, communicating of information to the community and logging of actions, including flood triggers and escalation procedures.

## 3.0 Community Emergency Response Team members should:

- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community and speak on behalf of the community.
- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and District/County Council.
- Ensure that Confidentiality is maintained where necessary.
- Maintain his / her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required. An Emergency box containing radio/torches/tea bags etc, is in the first cupboard on the left of the Community Hall along with a large-scale map of the Parish.

The Deputy and other team members should support the Co-ordinator in carrying out their role.

## 4.0 Incident Co-ordination

The community have identified their initial incident control points (ICP) as follows:

- primary ICP will be at: **Community Room St. Marys School** NB Mobile phone reception may be limited.
- secondary ICP will be at: **The Church** depending on the place and nature of the incident.
- tertiary ICP Albion Rovers Rugby Grounds, Horsham Playing Fields, Wembury Road, PL9 0DF
- The Foxhound Inn, Speculation Art Gallery, or Venn Court may be considered if appropriate.

Emergency Plan equipment is located at: EMERGENCY BOX Brixton Community Centre, St Mary's Brixton School, in the first cupboard on the left.

Upon arrival of the emergency services, who may base themselves at a different ICP, the CERT Co-ordinator should make themselves known to the emergency services, provide them with a copy of the Plan and be available to provide local knowledge.

## **Annex E Plan Maintenance**

The CERT should meet to discuss the community's resilience arrangements at least on a 6 monthly basis. A full review of the plan by the CERT should be carried out annually to ensure that the contact numbers are still correct.

When issuing updated pages of the plan it is important to ensure the removed pages are destroyed to ensure that all the plans are correctly updated.

## Annex F Household Emergency Plan

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Watch this excellent You Tube clip made by local children

**Do you have a CLEAR plan?** <https://www.youtube.com/watch?v=-2lm1ff45Ho>

Disruption to essential services, like water, electricity, travel or telecoms are ways an emergency could affect our everyday lives. Fire or flood can happen to anyone. Having a plan and being prepared helps us cope better and recover faster.

**Fill this plan in and keep it in a safe place where all members of your household can find it quickly.**

If you are not involved in an incident, but are close by, or believe you may be in danger, in most cases the advice is: **GO IN, STAY IN, TUNE IN.**

Station	Frequency	Website
BBC Radio Devon	94.8, 95.7, 96, 103.4 FM 855 AM	<a href="http://www.bbc.co.uk/devon">www.bbc.co.uk/devon</a>
Heart	97 – 96.6 FM	<a href="http://www.heart.co.uk">www.heart.co.uk</a>
Radio Plymouth	106.7 FM	<a href="http://www.radioplymouth.com">www.radioplymouth.com</a>

### INFORM THE REST OF YOUR FAMILY / HOUSEMATES

Household Contact Details		
Name	Mobile	Work

How do you turn off the following? Who is responsible? Does everyone know this?	
Electricity	
Gas / Oil	
Water	

If you need to evacuate, is there somewhere you can plan to go? Friends/family?

If you can't contact each other, where should you meet?

Where would you leave a message?

Who will be responsible for picking the children up from school? (If applicable)

Who will grab your emergency box? How will you look after your pets securely?

OUR KEY EMERGENCY CONTACT NUMBERS			
Emergency Services	999	Doctor	
NHS Direct	111	School	
Local Police Station		Home Insurance	
Local Authority			

**Make an Emergency Box** so you can find important things quickly. Be ready.

Some suggested items are:	
Torch and spare batteries	Toiletries and medication
Battery powered radio and spare batteries	List of useful contact numbers
Candles / Matches	A copy of this plan
First Aid Kit	Insurance policies

In case you are unable to leave the house, you should have in stock:	
Bottled Water	Ready to eat food (tinned)
Bottle / Tin Opener	Torch and spare batteries
In case you are stuck in your car, you should have:	
Bottled Water	Blankets / spare clothing
Torch and spare batteries	First Aid kit / medication

If you are able to offer help to your community, start by checking your neighbours are alright. Do not put yourself or others in danger. Read the emergency plan on Brixton Parish Council for more details and advice.

Name	Address	Home Telephone	Mobile

Useful Websites	
Devon County Council	<a href="http://www.devon.gov.uk">www.devon.gov.uk</a> Emergency Planning
Environment Agency	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
BBC Devon	<a href="http://www.bbc.co.uk/devon">www.bbc.co.uk/devon</a>
Brixton Parish Council	<a href="http://www.brixtonparishcouncil.org.uk">www.brixtonparishcouncil.org.uk</a>

**Our household notes:**

## Annex G Communications during an Emergency

Giving up to date, accurate information is essential during an emergency. Comms will depend on the type of incident, different options may be needed.

**Facebook** Use **LoveBrixtonDevon Facebook** to update locals quickly – assign someone to provide regular updates. Copy to the BrixtonVillageDevon Facebook if a member.

Remember that mobile networks fail when overloaded eg following an emergency and can also be affected by severe weather.

There is a pack of four hand held Motorola T80 extreme radios in the Emergency Box in Brixton and two sets of pairs of the same in the Yealmpton Parish boxes.

(9 additional land based VHF shoot radios may be borrowed if available from Paul Shepherd, 01752 862704 or 07774 791815 at Wembury.)

Wardens/Local contacts, notice boards, Facebook(s), local meetings, community leaflets, hand held radios, telephone cascade, door knocking, tannoys, local youth groups as runners, Pub, Church, WI and more should be considered.

Method	Location (If applicable)	Contact / Responsible	Additional Information
Notice boards	Brixton village, Sherford, Spriddlestone	Parish Clerk	
Brixton Parish Council website		Parish Clerk	
Love Brixton Devon Facebook		Ian Calvert	Over 1000 use, first choice for local updates
Brixton Village Devon Facebook		Coordinator	Used by some locally
Local Radio	Coordinator's national list	As applicable	Listen in constantly
Posters	Pub, Church, Windows	As applicable	
Brixton village website		KirstieAldridge	Managed by Western Web

Key information such as road or school closures are usually reported on local radio. Get flood alerts by email from the Environment Agency.

In case of **Snow** and salt, contact the Snow Warden by email or phone. Don't pick up or deliver salt from storage on the farm without first contacting the Coordinator so street contacts can be alerted to avoid wastage.

Station	Frequency	Website
BBC Radio	94.2 Cornwall 96 Devon	<a href="http://www.bbc.co.uk/devon">www.bbc.co.uk/devon</a>
Heart	97 – 96.6 FM	<a href="http://www.heart.co.uk">www.heart.co.uk</a>
Radio Plymouth	106.7 FM	<a href="http://www.radioplymouth.com">www.radioplymouth.com</a>

**See also the Hand Held Radio use and protocols Annex L**

Devon floodline number	0345 988 1188 <a href="https://flood-warning-information.service.gov.uk/warnings">https://flood-warning-information.service.gov.uk/warnings</a>
Which Environment Agency Flood Warnings are you registered to receive?	This plan Coordinator is on the alert list for flooding in the PL8 area. Register individual at risk postcodes with the Environment Agency <a href="mailto:harriet.googe1@environment-agency.gov.uk">harriet.googe1@environment-agency.gov.uk</a> will add names to alert list for general area if requested.

Local Flood Warning Triggers <i>i.e. when flood water reaches bottom of the bridge, sound siren or other action</i>
<b>Phone CERT Emergency Team if water appears likely to reach houses</b>

- A** Local flood actions
- B** Local Emergency team volunteers – See CERT LIST
- C** Vulnerable residents, properties and locations

Some of the information contained in the sections above will be available as separate annexes within this Community Emergency Plan and will not be duplicated but will be cross referenced. NOTE: Environment Agency and Devon County maps show limited risk to Brixton Parish for surface water or river/tidal flooding. Brixton Parish does not have any flood wardens.

However, especially in exceptional weather conditions, flooding can occur where not usually at risk. Some properties in Coombe and Brixton village could be at particular risk from extreme weather eg hail, snow, blocked drains.

The BPC Emergency box and plan coordinator hold the following Brochures:

- ***The Use of Sandbags***
- ***Flood Risk Awareness Training***
- ***An Introduction to Emergency Response***
- ***Personal Protective Equipment***
- ***Community Volunteer role profile***

These were provided by Groundwork as part of Flood awareness training in 2017/18. Community members are encouraged to borrow and read these.

It is the responsibility of property owners to protect their own property against floods. This is the one emergency where there is no statutory support from Councils or Emergency Services, unless there is immediate risk to life. Householders should plan how to evacuate safely.

Sandbags: Because of the challenges of storing and using sandbag equipment, limited success in use and problems of safe disposal, Brixton Parish Council does not currently hold or plan to hold sandbag equipment ready for use.

**Some basic rules about flood situations:**

- Always follow the advice of the Emergency Services -
- Assist the Emergency Services as they request, providing information or assistance to the community.
- Do not enter a cordoned off area. Evacuate if advised to do so.

Note the following:

- ✓ *Moving water is extremely powerful and dangerous.*
- ✓ *Urban flood water contains many diseases, especially when drains flood.*
- ✓ *Do not enter flood water – fast moving water a foot deep can whip you off your feet.*
- ✓ *Debris and silt prevent you from seeing hazards such as uncovered drains, sharp objects, sink holes.*
- ✓ *Use a stick/pole to probe the ground ahead of you if you are forced to walk through water to safety.*
- ✓ *Stay well away from railings/fences where water is flooding – you can be trapped against them and unable to escape.*
- ✓ *Protect broken skin with sticking plaster etc. to help avoid infections and wash and disinfect your hands after contact with flood water.*

Some Brixton Parish Council emergency team members have had basic training in Flood Awareness and risks. However, there are no Flood Wardens in the Parish, so nobody locally is authorised or insured to enter Flood waters.

**CERT actions in when property is likely to be flooded:**

Help people to evacuate a property

- Ask them to switch off power, gas and water supplies before leaving.
- Remind them to take medicines and pets with them where practical.
- Note of names of all vacating the property and confirm that it is empty.
- Tell the CERT coordinator to pass the address information on to the Emergency Services, to avoid a wasted visit.
- Confirm where the evacuees are going and a mobile number for them. Let the emergency centre know if they are going there, to cross check they all arrive safely.
- Use the form in the Emergency Box to leave a note on the main entrance saying the property has been evacuated and should not be re-entered until Emergency Services confirm it is ok to do so. Date/time/name the note.



Level of warning	Location at risk	Action	Notes
Flood Alert	Brixton Torr Known at risk houses	No action	CERT and Wardens know those who may be at risk
	Brixton village: (Kayamandi, Laurel and Brook Cottages)	Check culvert clear	
	Coombe hamlet	Check drains clear	
Flood Warning	Brixton Torr	Contact CERT/wardens	
	Brixton village	No action	
Severe Flood Warning	Brixton Torr	Contact CERT/wardens	
	Brixton village	Coordinator inspects culvert	
	Coombe	Wardens to check drains	
All Clear	Brixton Torr Brixton village Coombe	Contact CERT/wardens Check culvert/clean up Check drains	

Area No:	Location at risk	Source of flooding	Flow route
Area 1	Brixton Torr – some houses	River Yealm and/or severe rain with other factors eg spring tides plus strong winds, blocked flow routes	From surrounding land to estuary. Long established as a flood area and precautions taken.
Area 2	Brixton village: Kayamandi, Laurel and Brook Cottages below street level on A379 by bus stop	Severe rain/hail/snow plus blocked culvert	Through culvert to stream.
Area 3	Coombe hamlet	Severe weather, blocked drains	Downhill to drains

### Actions to be taken during a flood

Area No	Location at risk	Action/trigger	Local action
Area 1	Brixton Torr	River Yealm flooding	Wardens ensure barrier is in place and properties at risk alerted
Area 2	Brixton village	Severe rain, hail or snow dump	Coordinator (or deputy) checks culvert is able to drain and householders alerted and prepared to deal with flooding.
Area 3	Coombe Hamlet	Severe rain, mud or snow dump	Wardens to advise if drains are a problem.

## Annex J Plan Distribution

Organisation	Details	Issued
Emergency Plan team	Coordinator – include restricted	by email
Parish Councillors & Clerk	Coordinator – include restricted	by email
South Hams District Council	Coordinator – include restricted	by email
Devon Community Resilience Forum (for forwarding to Emergency services)	Coordinator - Emergency services include restricted, public copies minus restricted	by email
Brixton Council Website	Via Clerk, minus Restricted pages	
Brixton Parish Website	Via Clerk, minus Restricted pages	
Yealmpton Emergency Coordinator and Deputy*	Coordinator, include restricted	by email
Sherford Residents' Association	Coord - minus restricted pages	by email
Venn Court / DCH	Coord - with restricted pages	by email
Ladybirds	Coord - with restricted pages	by email
The Lawns	Coord - with restricted pages	by email

\*(Consider Wembury & Newton and Noss Community Co-ordination for the future)

## Annex K Plan Amendments

[illegible]

Four Motorola Extreme T80 hand-held radios supplied by Groundforce to Brixton Parish Council are held in the Emergency Box. Yealmpton hold two identical radios in each of their two emergency boxes either side of the Yealm. More radios may be borrowed (see contact details) but will not be compatible. Instructions on switching on and channels are below. **Radios are set to channel 1, 4 – do not change!**

### IMPORTANT

This is a one-way communication system. Only one person can talk at a time. All others on the same channel can hear, but nobody can reply or interrupt until the speaker releases their button (the pressel switch). Discipline is vital - use the following guidance:

- Think what you are going to say before you transmit.
- Consider where you are - if near noisy people or machinery, or it is windy, the noise is transmitted with your message, making the transmission unreadable at the other end. Go somewhere quieter or shield the microphone with your body.
- Hold the radio to your mouth - 6 inches should be fine. Closer may cause feedback.
- Press and hold the transmit button (pressel switch) on the side of the radio.
- When you speak, speak slowly, calmly and clearly.
- You can put the radio to your ear to listen if the area around you is noisy, but the radio must be in front of your mouth when you transmit.
- Each handset will have a Call Sign eg Bravo 2, - use this to identify yourself each time you transmit.
- Announce who you are (Bravo 2) and who your message is for.
- TEST that your message can be heard “**Are you receiving? Over**”
- Give your message - very short and specific
- Spell out names/numbers using the phonetic alphabet.
- At the end say either **OVER** if you want a reply and continue the conversation or **OUT** if you have finished. (One or the other, never both).
- Everyone with a radio can hear everything said by anyone on that wavelength.
- Do not try to speak or reply until the speaker has finished.
- Transmission of profane, indecent or obscene language on VHF is prohibited and carries a fine.

Equipment: The four radios in the Emergency box should be fully charged. You will be allocated one with a Call Sign to use eg **Brixton** uses **Bravo 1**, Bravo 2 etc..

- **Yealmpton** will use **Yankee 1**, Yankee 2 etc

**Note:** From Brixton village the radios work all along the Brixton/Yealmpton dip on the A379 and to Ben's Farm Shop. Reception just reaches the Rugby Club, but not Spriddlestone or Brixton Torr – a relay would be needed.

**SWITCH ON:** Switch on twisting the top left hand small round button.

**CHANNELS** are selected by twisting the taller round button on top. Default is **Channel 1.4** and all our radios are set to that. Do not change the channel settings.

**TEST** Check all the radios before you leave. Switch on the radios and make sure all radios are on the same channel. Hold the radio about 6 inches from your mouth. Push the left side ribbed black rubber button (Pressel switch) and say:

**“1 2 3 4 5 5 4 3 2 1 THIS IS [BRAVO TWO], OUT “**

If your radio is working you will hear your voice coming from the other switched on radio(s). Remember, while the Pressel switch is pressed no other radios on that channel can transmit so **RELEASE the button (Pressel switch) when finished.**

**SPEAK:** Hold the unit in front of your mouth. Press the black ribbed rubber button (Pressel switch) on the left side to speak – a red light will show you are live. Keep that red light showing all the time you are speaking. **No red light = not transmitting.**

**LISTEN:** You cannot hear a reply until you let go the button. You cannot talk or reply to any other radio user until the channel is clear and nobody else is talking. You will hear all messages sent by all radio users on the same channel.

**RADIO CHECK** When several radios are being used, at intervals a **radio check** may take place to make sure everyone can hear/send clearly. If you hear 'Radio check to establish radio communications between base and all operators', listen closely and be ready to respond. It may sound like this: **“BRAVO ZERO THIS IS BRAVO ONE - RADIO CHECK, OVER”**

These are a few replies to a Radio Check. Use your own discretion in reply.

**“BRAVO ONE THIS IS BRAVO TWO – ROGER, OVER”** (If reception good, no need to say so).

**“BRAVO ONE THIS IS BRAVO THREE - WEAK BUT READABLE, OVER”**

**“BRAVO ONE THIS IS BRAVO FOUR - LOUD AND DISTORTED, OVER”**

**“BRAVO ZERO THIS IS BRAVO ONE – ROGER, OUT”** (you have finished and don't need to speak again)

Throughout the emergency keep the hand-held radio on your person, within earshot - on the preselected channel - unless instructed by Emergency Services or the Coordinator to switch it off or change channels.

Keep it on you, do not put it down.

If you need to pass the radio to someone who needs it more urgently, or is relieving you, advise all others before you do so. Send and check a radio message to that effect has been received and noted.

**At the end of the Emergency switch off the radios and return them** (and chargers/other equipment) **to the Coordinator.**

Instructions on use of the Motorola T80 Extreme radios are included in the Emergency Plan Box. These explain additional features including:

- A ♪ button on the left below the display sends a squawk/loud noise to all other radios on that channel to alert when a message is about to be transmitted.
- A torch button on left hand side above the Pressel switch.

**Hand-held radio use and conventions**

Use the phonetic alphabet to spell out names or numbers - important

CHARACTER	TELEPHONY	PHONETIC PRONOUNCIATION
A	<b>ALFA</b>	AL-FAH
B	<b>BRAVO</b>	BRAH-VOH
C	<b>CHARLIE</b>	CHAR-LEE or SHAR LEE
D	<b>DELTA</b>	DELL-TAH
E	<b>ECHO</b>	ECK-OH
F	<b>FOXTROT</b>	FOKS-TROT
G	<b>GOLF</b>	GOLF
H	<b>HOTEL</b>	HOH-TEL
I	<b>INDIA</b>	IN-DEE-AH
J	<b>JULIETT</b>	JEW-LEE-ETT
K	<b>KILO</b>	KEY-LOH
L	<b>LIMA</b>	LEE-MAH
M	<b>MIKE</b>	MIKE
N	<b>NOVEMBER</b>	NO-VEM-BER
O	<b>OSCAR</b>	OSS-CAR
P	<b>PAPA</b>	PAH-PAH
Q	<b>QUEBEC</b>	KEH-BECK
R	<b>ROMEO</b>	ROW-ME-OH
S	<b>SIERRA</b>	SEE-AIR-RAH
T	<b>TANGO</b>	TANG-GO
U	<b>UNIFORM</b>	YOU-NEE-FORM
V	<b>VICTOR</b>	VIK-TAH
W	<b>WHISKY</b>	WISS-KEY
X	<b>XRAY</b>	ECKS-RAY
Y	<b>YANKEE</b>	YANG-KEY
Z	<b>ZULU</b>	ZOO-LOO
1	ONE	WUN
2	TWO	TOO
3	THREE	TREE
4	FOUR	FOW-ER
5	FIVE	FIFE
6	SIX	SEX
7	SEVEN	SEV-EN
8	EIGHT	AIT
9	NINE	NINER
0	ZERO	ZEE-RO

## Annex M Emergency Evacuation Centre - Log sheet

**Emergency team - record details for all people arriving and leaving. Take special care to record children, other vulnerable people.**

[illegible]

## Annex N Log sheet Emergency plan activated - continue this Logging Sheet

Please record all information and contacts made during an emergency. Number this sheet. Complete the log sheet to ensure information is not lost or actions duplicated.

**Record when the Emergency plan has been stood down. too.**

Who is keeping this master log \_\_\_\_\_ Page No

[illegible]



## **ANNEX P   Evacuation Sheet for households / property**

**Name of person filling in sheet and phone/radio contact:**

**Property name/number/address:**

**Date/time evacuated - confirmed empty by whom:**

**Cut or turned off before evacuation:   Gas                      Electricity                      Water                      Oil**

**Location of occupants and names/ages – special needs?   Any pets?**

**Anybody missing?**

**Temporary contact details – mobile phone, temporary address?**

**Has householder a vehicle to help relocate them in temp shelter?**

**Have they taken medication, insurance docs, warm clothing, valuables, phones/chargers, keys and secured the property?**

**Emergency Services - Who and when confirmed safe to return to property?**

## **Annex Q**

### **Review – lessons learned following Plan activation and stand down**

The team should meet as soon and possible, within a month of stand down, and evaluate lessons learned and update the Emergency Plan accordingly, sharing knowledge with Yealmpton and Devon Communities Together.

Also take note of Actions in Annex I