

**PREPARE  
RESPOND  
RECOVER**

**PLANNING FOR A RESILIENT COMMUNITY**

Date of plan

This plan is next due for review on

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## INTRODUCTION

This Emergency Plan has been developed by Slapton Parish Council to provide the community of Slapton Parish with a plan for resilience, response and recovery in a variety of emergency scenarios.

The Emergency Coordination Team (ECT) exists to coordinate and activate this plan and to assist and provide additional support to the emergency services prior to, during and after an emergency event.

In the event of flooding, heavy snow or other major incidents, the emergency services may be delayed in reaching the scene immediately. In such circumstances, the initial response will rely entirely on local people.

## AIM

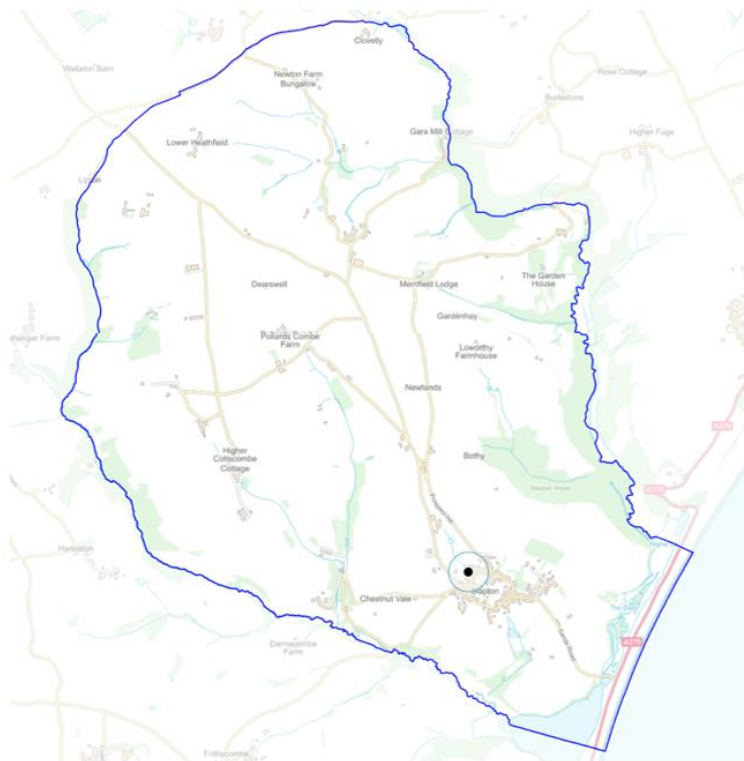
The aim of this plan is to increase resilience within the local community through developing a robust, coordinated approach that complements the plans of responding agencies.

## OBJECTIVES

The objectives of this plan are to:

- Identify the risks most likely to impact on the community.
- Identify relevant steps to mitigate and respond to emergency situations, including preparing the community as required.
- Identify vulnerable people and groups in the community.
- Identify resources and skills available to assist during an emergency.
- Provide key contact details.
- Provide information and assistance to the Emergency Services upon their arrival and as appropriate throughout the emergency response.

## MAP OF AREA COVERED BY PLAN



Parish Boundary

## TYPES OF EMERGENCIES

The types of potential emergencies that may impact on the community are as follows:

	<b>Risk</b>	<b>Probability</b>	<b>Impact on Community</b>
1	Partial or complete loss of the A379 Slapton Line	High	High
2	Surface flooding	Medium	High to those impacted but likely to be limited to a few properties
3	Prolonged electricity outage	Medium	High
4	Sewage pollution or problems with water supply	High	Low
5	Pandemic – flu & other viruses	High	High but also variable
6	Severe weather: heavy snow, high winds, heavy rainfall, lightning strikes, prolonged cold or heat	Medium	Medium but High to those severely affected
7	Animal diseases – e.g. foot & mouth	Medium	High to those impacted (e.g. farmers)
8	Major road traffic or air accident	Low	Low to Medium
9	The unexpected – e.g. nuclear Incident	Low	High

## EMERGENCY COORDINATION TEAM CONTACT DETAILS AND PLAN DISTRIBUTION

Role	Name	Contact details
Coordinator	Jane Abbey	T: 07884 265463 E: jane.abbey@slaptonparishcouncil-devon.gov.uk
<b>Deputy</b>	<b>Ian Mitchelmore</b>	<b>T:</b> <b>E: ian.mitchelmore@slaptonparishcouncil-devon.gov.uk</b>
<b>Other key contacts</b>		
VH Committee, Chair	Shirely Sullock	T: 01584 580131 E: wasullock@gmail.com
<b>VH Committee, Vice Chair</b>	<b>Mandy Mitchelmore</b>	<b>T:</b> <b>E: mandymitchelmore@gmail.com</b>
Parish Council, Clerk	Bella Moor	T: 07734 051778 E: clerk@slaptonparishcouncil-devon.gov.uk
Slapton Community Village Shop, Chair	Peter Osborne	T: 07718 586517 E: peterosborne500@gmail.com
Parochial Church Council, Treasurer	Andrew Naish	T: 07860 731232 E: andrewnaish@me.com
Queens Arms	Sandra and Kevin Watson	T: 01548 580800 E: sandra@queensarmsslapton.co.uk
Parish Road Warden	Nick Mathias	T: 07974 977471 E: mathiaspropertyolutions@gmail.com
Parish Snow Warden	Keith Widger	T: 07814 495706 E: keith.widger@yahoo.co.uk

## **MAINTAINING COMMUNICATIONS**

### **BETWEEN EMERGENCY COORDINATION TEAM (ECT) MEMBERS**

Primary means of telecommunication will be mobile, landline phone, email and video conferencing (e.g. Zoom).

All ECT members must have a battery or wind-up radio to receive broadcast announcements from the BBC in the event of a national or regional emergency when mains electricity is not available.

If all telecommunications go down, the fallback plan is for ECT members to meet at Slapton Village Hall at the next 09:00, 13:00, 18:00 or 21:00 hours, whichever is first after an emergency is declared or apparent.

### **BETWEEN ECT MEMBERS AND PARISHIONERS**

It is important to keep parishioners informed in an emergency. The ECT will nominate a 'Public Relations Officer' to disseminate information, as required, via the shop, village hall and church email lists, Facebook, website, noticeboards and any other appropriate means.

### **BETWEEN THE ECT AND PRESS**

If the emergency attracts press interest, the ECT will nominate a 'Press Officer' to handle all contact with the press. It is desirable that all information given to the press goes through this one source to avoid any wrong or conflicting information being shared.

## WHAT TO DO IF AN EMERGENCY OCCURS – INITIAL ACTIONS

### CONTACT THE EMERGENCY SERVICES

It is vital that in the event of an emergency affecting all or part of a community, the initial action is to telephone 999.

Follow instructions given by the emergency services, South Hams District Council, Devon County Council or Government supported by information included in this plan.

If contact with Devon and Cornwall Constabulary, Devon Fire and Rescue Service, Coastguard and South Devon NHS Trust is not possible, or the response is likely to be substantially delayed, this Community Emergency Plan should be used to assist the local response until help arrives.

### ACTIVATE EMERGENCY SERVICES CALL-OUT

In an emergency, the emergency services want **clear, concise, actual information as soon as possible**.

Use the time available awaiting their response to obtain further information and if there is any additional information, telephone the emergency services again to update them, as this might affect the resources they deploy.

Until help arrives and without endangering yourself or others, contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.

When the emergency services or local authority are on scene, a member of the Emergency Coordination Team should make contact with them as quickly as possible and explain who you are and what your role is.

### INFORMATION THAT SHOULD BE OBTAINED TO GIVE TO EMERGENCY SERVICES OR TO COORDINATE YOUR OWN RESPONSE

- Have emergency services been informed?
- What has happened?
- When did it occur (time and date)?
- Where – exact location of incident? (a grid reference, postcode or WhatThreeWords might help emergency services)
- Are there any restrictions on access?
- Who is involved (numbers, age group, condition and are there any vulnerable people?)
- Are there any hazards as a result of the emergency event e.g. flood water, fallen trees, debris etc?
- Is any property damaged or at risk?



## **ACTIVATING THE EMERGENCY PLAN**

### **NOTIFICATION OF AN EMERGENCY**

Notification of an emergency may come from various routes, from a parishioner, the emergency services, police, local authority or local and national media.

### **ACTIVATION TRIGGERS**

This Community Emergency Plan can be activated by any member of the Emergency Coordination Team based on that person's assessment of the situation. It is easier to stop the plan activation should events come under control sooner than expected than to not respond at all.

Sometimes full plan activation will not be required, and the plan should also be seen as a resource to solve smaller issues within the community.

If details of an incident are received from a source other than the emergency services or local authority, then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

### **COORDINATORS ACTIVATING CALL OUT**

On receiving notification of an incident or major emergency affecting the community, inform the Coordinator, who will contact the other members of the Emergency Coordination Team.

If the Coordinator is unavailable, contact the Deputy Coordinator who will take over the lead and contact the team.

If neither are contactable, any other member of the team should be contacted to take the lead until one of the Coordinators becomes available to take over.

All other Parish Councillors should then be contacted to immediately assist, or be put on stand-by as the case demands.

### **ASSEMBLY POINTS FOR COORDINATORS TO MEET AT WHEN FIRST ACTIVATED**

All Coordinators should gather at: **Slapton Village Hall**

Anyone involved in coordinating a response should log all requests for assistance or action taken in the incident log in Appendix A.

## WHAT TO DO IF AN EMERGENCY OCCURS – MORE DETAILED PREPARE AND RESPOND INFORMATION

	Risk	Prepare	Respond
1	<b>Partial or complete loss of the A379 Slapton Line</b>	<ul style="list-style-type: none"> <li>• Work with SHDC and DCC to ensure upgrades to inland routes and clear signage are in place to ensure good access into and out of Slapton is maintained.</li> <li>• Participate as active members of the Slapton Line Partnership to improve longer term resilience of the road.</li> <li>• Liaise with other groups looking at ways to improve the resilience of the road through alternative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with local businesses to ensure that their vehicles/deliveries are still able to access the village and/or farmland and help negotiate different options for drop offs and pick ups North of the village.</li> <li>• Support members of the community impacted by lack of bus route to Dartmouth, Kingsbridge and beyond to find lifts/car shares etc.</li> <li>• Liaise with Coleridge Bus to determine if it is possible to increase the service offered using the alternative inland routes.</li> <li>• Lobby for immediate response by SHDC, DCC and local MP and UK Government to secure funds for repairs.</li> </ul>
2	<b>Surface flooding</b>	<ul style="list-style-type: none"> <li>• <b>Identify and list vulnerable properties – see Appendix C.</b></li> <li>• Alert occupants of vulnerable properties to the risk and information available.</li> <li>• Ensure occupants vulnerable properties are have a personal flood plan <a href="#">Personal flood plan - GOV.UK</a></li> <li>• Contact occupants of vulnerable properties to identify if any additional support is required.</li> <li>• Liaise with SHDC to ensure sandbags available for collection and or distribution to those properties likely to be affected.</li> <li>• Liaise with the Village Hall Committee to open up the Village Hall as a reception centre, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow advice from SHDC or emergency services.</li> <li>• Follow the Government’s advice regarding what to do during <a href="#">What to do before or during a flood - GOV.UK</a> or after a flood <a href="#">What to do after a flood - GOV.UK</a></li> <li>• Open up Village Hall as a reception centre, if necessary.</li> <li>• Convene meeting of Emergency Coordination Team to agree any additional follow up actions to be approved by the full Parish Council.</li> <li>• Emergency Coordination Team to check on properties and people identified as vulnerable.</li> </ul>

	Risk	Prepare	Respond
3	<b>Prolonged electricity outage</b>	<ul style="list-style-type: none"> <li>Households to have emergency alternative power sources for light and a battery powered radio – see Appendix D.</li> <li>PC to maintain a store of candles, matches and batteries.</li> <li>Identify vulnerable people in community - confidential list in Appendix B to be supported as a priority.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with National Grid, Western Power and SHDC.</li> <li>Liaise with Kingsbridge Hire to secure a generator for Slapton Village Hall.</li> <li>Convene meeting of Emergency Coordination Team to set up operational plans to support the community. The operational plans could include: <ul style="list-style-type: none"> <li>Share information on community support available.</li> <li>Liaise with Village Hall Committee so that the Village Hall can be used as warm space that provides simple food/hot drinks.</li> <li>Distribute candles, matches and batteries.</li> <li>Ask all parishioners to keep an eye out for nearest neighbours either side, check if concerned and report to information point if thought in need of support.</li> <li>Emergency Coordination Team to check on those identified as vulnerable people in the community.</li> <li>Recruit volunteers willing to share food, fuel, warm space etc.</li> </ul> </li> </ul>
4	<b>Sewage pollution or problems with water supply</b>	<ul style="list-style-type: none"> <li>Households to have 3 days supply of bottled water – see Appendix D.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with Environment Agency and South West Water.</li> <li>South West Water should bring in emergency water supplies. However, if needed additional emergency supplies can be delivered by bowsers (hired from Brandon Hire, Totnes).</li> <li>Liaise with shop to order bottled water.</li> <li>Emergency Coordination Team to check on those identified as vulnerable people in the community.</li> </ul>
5	<b>Pandemic – flu &amp; other viruses</b>	<ul style="list-style-type: none"> <li>When pandemic looks likely:</li> <li>Convene virtual meeting of Emergency Coordination Team to set up operational plans and liaise with full</li> </ul>	<ul style="list-style-type: none"> <li>Follow UK Government’s advice.</li> <li>Convene virtual meeting of the full Parish Council.</li> <li>Ensure response is flexible, scalable and</li> </ul>

	Risk	Prepare	Respond
		<p>Parish Council regarding response to support the community.</p> <ul style="list-style-type: none"> <li>Identify vulnerable people in community - confidential list in Appendix B to be supported as a priority.</li> </ul>	<p>proportionate to the severity and scope of the pandemic. However, the operational plans could include:</p> <ul style="list-style-type: none"> <li>Share information on community support available via the shop and church's email lists as well as on noticeboards, PC website and social media.</li> <li>Collate and publish information on local suppliers of food and other essentials offering home delivery and/or click-and-collect.</li> <li>Emergency Coordination Team to check on those identified as vulnerable people in the community.</li> <li>Ask all parishioners to keep an eye out for nearest neighbours either side, check if concerned and report to helpline or information point if thought in need of support.</li> <li>Liaise with community health care services and help with referrals as required.</li> <li>Make contingency plans for maintaining Parish Council business.</li> <li>Recruit volunteers for specific needs e.g. shopping, medicine collections, dog-walking etc.</li> </ul>
6	<b>Severe weather: heavy snow, high winds, heavy rainfall, lightning strikes, prolonged cold or heat</b>	<ul style="list-style-type: none"> <li>See Appendix E for Snow Plan for heavy snow and ice. When severe weather (amber or red warnings) look likely:</li> <li>Identify vulnerable people in community - confidential list in Appendix B to be supported as a priority.</li> <li>Preparations will be dependent upon type of weather event.</li> <li>Liaise with Village Hall Committee so that the Village</li> </ul>	<ul style="list-style-type: none"> <li>See Appendix E for Snow Plan for heavy snow and ice.</li> <li>Follow advice from Met Office, UK Government and SHDC for high winds, heavy rainfall or prolonged heat.</li> <li>Share information on advice or community support available via the shop and church's email lists as well as on noticeboards, PC website and social media.</li> <li>Notify DCC Highways of any blocked routes (i.e. due to fallen trees, localized flooding etc).</li> </ul>

	Risk	Prepare	Respond
		Hall can be used as warm space if prolonged period of cold forecast.	<ul style="list-style-type: none"> <li>• Notify National Grid or Western Power if lightning strikes cause power outages.</li> <li>• Emergency Coordination Team to check on those identified as vulnerable people in the community.</li> <li>• Liaise with Village Hall Committee so that the Village Hall can be used as warm space if prolonged period of cold forecast.</li> </ul>
7	<b>Animal diseases – e.g. foot &amp; mouth</b>	<ul style="list-style-type: none"> <li>• Report to Animal and Plant Healthcare Agency, DEFRA.</li> <li>• When outbreak looks likely, convene Emergency Coordination Team and prepare to follow UK Government's control advice.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow UK Government's control advice.</li> <li>• Share information on both control measures and support available to farmers and wider community.</li> <li>• Request emergency footpath closures, if necessary, from DCC Highways.</li> <li>• Ensure PRoWs clearly signed with relevant information about the disease and control measures.</li> <li>• Implement appropriate biosecurity measures as recommended by UK Government if PRoWs to remain open.</li> <li>• Liaise with SHDC, FSC and other stakeholders to minimize impact to people, farm animals, domestic animals and wildlife alike through adherence to UK Government's control advice.</li> </ul>
8	<b>Major road traffic or air accident</b>	<ul style="list-style-type: none"> <li>• Liaise with the Village Hall Committee to open up the Village Hall as a reception centre, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with emergency services and SHDC – offer support and local knowledge.</li> <li>• Open up Village Hall as a reception centre, if necessary.</li> <li>• Direct members of the community, who may have been indirectly affected, to support available from other agencies.</li> <li>• Organise free post incident counselling with South West Ambulance Service Trust for any members of</li> </ul>

	Risk	Prepare	Respond
			the community directly involved giving first aid or use of the Parish defibrillator.
9	<b>The unexpected – e.g. nuclear Incident</b>	<ul style="list-style-type: none"> <li>Full information on Govt. response plans at: <a href="https://www.gov.uk/government/publications/national-nuclear-emergency-planning-and-response-guidance">https://www.gov.uk/government/publications/national-nuclear-emergency-planning-and-response-guidance</a></li> </ul>	<ul style="list-style-type: none"> <li>Go in - stay in - tune in and listen to broadcast advice on BBC local radio/TV or BBC News website.</li> <li>If possible/appropriate, convene meeting of Emergency Coordination Team to make a response plan as guided by the UK Government and emergency services advice.</li> </ul>

## RESOURCES WITHIN THE COMMUNITY

Contact details of people and resources within the community, who may be able to assist in a response to an emergency. Those with specialist skills (mostly medical) are in the table in next section.

Resources available	Who These people need asking!!!	Contact details
Tractors and heavy plant	Joseph Waters Michael Crowson Eddie Church Keith Widger Jim McPetrie Mark Harvey Johnny Harris? Anyone else?	These people need asking!!!  T: 07811 405129 T: 07814 495706
Generators	Jamie Normansell (Kingsbridge Hire)	
Snow ploughs	Keith Widger ?	T: 07814 495706
Quad bikes	Kate Palmer Anyone else????	T: 07768 617789
4x4 with winch	?	
Sandbags	Keith Widger – have we got any or do we need to order from SHDC?	T: 07814 495706
Chainsaws and large trailer	Julian Jephson (JJ) Isaac Luscombe Joseph Waters Eddie Church Andrew Shilston	T: 07487 293564 T: 07895 790292  T: 07811 405129 T: 07813 902311
Road warden/ lengthsman	Nick Mathias	T: 07974 977471

## SKILLS WITHIN THE COMMUNITY

Contact details for any person within the community that may be able to assist in a response to an emergency are listed below.

Name	Profession/skill	Contact details These people need asking
Dr K Chopin	GP Doctor	T: E:
Graham ?	First responder, SWAST	999
Lesley R	Nurse (retired)	T: 07525 051935 E: rhys.lesley@gmail.com
Giles Sutton	Police Officer (retired)	T: E: giles63@hotmail.co.uk
Simon and ??????	Vets (retired)	T: E:

## TEMPORARY EVACUATION POINTS

Details of accommodation suitable for people, including casualties, requiring temporary shelter until help arrives.

Premises	Key holders	Contact details
Village hall	Shirley Sullock Mandy Mitchelmore	T: 01584 580131 E: wasullock@gmail.com T: E: mandymitchelmore@gmail.com
St James the Great Church	Andrew Naish  Jane Ashby  Jane Cumberlidge	T: 07860 731232 E: andrewnaish@me.com  T: 01548 580254 E: jandbashby@hotmail.co.uk  T: 01584 580461 E: jane@petercumberlidge.co.uk



## OTHER USEFUL EMERGENCY CONTACT NUMBERS

What	Who/where	Daytime contact numbers	24 hour contact numbers
Emergency Services	Police, fire, ambulance, coastguard	999	999
Doctors' surgeries	Chillington Health Centre, Orchard Way, Chillington, TQ7 2LB  Dartmouth Health and Wellbeing Centre, Wessex Way, Dartmouth, TQ6 0JL	01548 580214  01803 832845	NHS direct 111
Minor Injuries Units	Totnes Community Hospital MIU, Coronation Road, Totnes, TQ9 5GH  South Hams Hospital, Plymouth Road, Kingsbridge, TQ7 1AT	01803 862622  01548 852349	N/A
Hospitals with A&E departments	Torbay Hospital, Lowes Bridge, Torquay, TQ2 7AA  Derriford Hospital, Derriford Road, Plymouth, PL6 8DH  Royal Devon and Exeter Hospital, Barrack Road, Exeter, EX2 5DW	0300 456 8000 (local rate) or 01803 614567 0845 155 8155 or 01752 202082  01392 411611	N/A
Environment Agency	Flood line Incident hotline	0345 988 1188 0800 807060	0345 988 1188 0800 80 70 60
District Council	South Hams District Council	01803 861234	01803 861539
County Council	Devon County Council,	Social Services: 0345 600 0388 Highways: 0345 155 1008 Animal welfare, petrol & explosives: 01392 499499	Social Services: 0345 600 0388 Highways: 0345 155 1008 Animal welfare, petrol & explosives: 01392 499499
Electricity	National Grid	General enquires 0800 096 3080 Power cuts 105	General enquires 0800 096 3080 Power cuts 105
Telecoms	BT Openreach	0800 023 2023	0800 023 2023
Water	South West Water	0344 346 2020	0344 346 2020

INCIDENT LOG

(Nature of incident) .....

NAME ..... DATE ..... SHEET No. ....

No.	Time	Date	Information

**VULNERABLE PEOPLE IN THE COMMUNITY**

The list of vulnerable people is confidential and is available only to members of the Emergency Coordination Team.

Everyone on the list has given their written consent to be included.

<b>Name</b>	<b>Address</b>	<b>Contact</b>	<b>Reason for Inclusion</b>

**VULNERABLE PROPERTIES IN THE PARISH****Properties at risk of flooding**

Property	Occupants	Contact	Comments

**Isolated properties**

Property	Occupants	Contact	OS Grid Reference

## HOUSEHOLD & PERSONAL RESILIENCE ADVICE

Here's a guide to the essential items you should have ready at all times for an emergency or when severe weather strikes – for your home, on the move and in the car.

### What to have at home

How long could you last without power, heat, water and a trip to the shops? Take time now to make sure you have the following ready in case of an emergency:

- list of emergency contact numbers
- battery (or wind-up) operated torches or lamps and spare batteries
- battery (or wind-up) operated radio and spare batteries
- any essential medication, some toiletries and a first aid kit
- three days' supply of bottled water and ready-to-eat food that won't spoil
- copies of important documents, such as insurance policies and birth certificates
- pencil, paper, penknife and whistle
- spare keys to your home and car
- spare glasses or contact lenses
- if needed, baby and pet supplies

### What to take on the move in severe weather

Whether you're travelling by car, foot or any other type of transport, check the weather forecast and pack these items:

- suitable clothes for the weather, such as winter boots with grips, warm clothing or waterproofs
- ready-to-eat food, a warm drink in a flask and bottled water
- mobile phone and charger
- any essential medication
- spare glasses or contact lenses
- cash and credit cards
- list of emergency contact numbers
- if needed, baby and pet supplies

### What to keep in the car in winter

Before you set off, make sure you have the following:

- ice-scraper and de-icer
- snow shovel
- map for unplanned diversions
- blanket and warm clothes
- first aid kit
- battery operated torch and spare batteries (or a wind-up torch)
- battery operated radio and spare batteries (or a wind-up radio)
- jump leads.

## **SOME OTHER THINGS TO CONSIDER**

### **ICE (In Case of Emergency) Contact Number**

The emergency services are trained to check for a person's ICE contact number.

It is the number or numbers of the person(s) they should contact if you are injured.

Put them in your mobile phone - if it is password protected make them visible on the start-up screen or carry them on a card in your wallet or purse.

Think carefully who you choose as contacts - that person may need to give consent for medical treatment.

You can have more than one ICE contact – mark them ICE1, ICE2 etc.

### **Alternative Means of Heating, Cooking & Lighting**

If there is a prolonged outage of electricity or gas, do you have an alternative means of heating, cooking and lighting?

Both gas and oil-fired central heating boilers require electricity. Consider having an alternative heating source not requiring electricity such as a solid fuel stove or bottled gas heater.

Do you have an alternative means of cooking independent of mains gas or electricity? A small camping stove running on bottled gas is a good emergency stand-by – or a bbq.

Do you have an alternative means of lighting? Candles (and matches) are the traditional standby, but battery or wind-up camping lamps are far better. Consider having at least two - and at least one torch. Can also consider solar powered lights.

### **Keeping Informed and In Touch**

In any emergency it is essential that you can keep informed and in touch, but if power and communications platforms go down, this could become difficult. It is worth considering the following:

- Have a battery or wind-up radio (and spare batteries) in the house. Remember your car radio is also independent of mains power. In an emergency listen to BBC local radio for information and advice.
- Have at least one landline phone in the house that plugs directly into the phone line without the need for mains electricity to power it.
- If there is a prolonged electricity outage, how will you charge your mobile phone and computer to keep in touch and informed? You can use an in-car charger (better if your car's cigarette lighter socket stays live with the ignition off). You could also use a charger wired directly to a 12volt battery away from a vehicle.
- If you want to keep your computer and broadband connection going in an electricity outage, have a small 12v to 220v inverter of sufficient power output to run both off a 12volt battery.

### **Keeping Together**

- Know the emergency procedures at your children's schools.
- During an emergency it may not be safe to collect children from school.
- You should find out the school's emergency plan to care for pupils.
- Are there any elderly, disabled or vulnerable family members, friends or neighbours that might need your help?
- Where will your family/household meet if you become separated in an emergency? Agree a meeting place.

## SLAPTON PARISH COUNCIL'S SNOW PLAN

### Introduction

This Snow Plan sets out an effective response to ice and snow in the Parish, which compliments and extends the work done by Devon County Council, to ensure the welfare of the community. The Snow Plan forms part of the overall Emergency Plan.

### Aims

The aim of the Snow Plan is to:

- Set out roles and responsibilities
- Identify priority areas for gritting and snow clearance
- Designate areas for localised support
- Provide contact information
- Provide specific details of tasks for preparing and responding to ice and snow

### Devon County Council Responsibilities

Devon County Council (DCC) is responsible for gritting and keeping the primary network of roads open during the winter service period (normally from 15<sup>th</sup> October and 15<sup>th</sup> April). This includes the A379 Slapton Line. They will also grit the secondary network during times of prolonged freezing weather once the primary network is maintaining its treatments. The secondary network includes Sands Road from the junction with the A379 Slapton Line to the Field Studies Centre. DCC does not grit Five-mile Lane or any other routes in the Parish.

### DCC Snow Warden Scheme and Snow Warden Responsibilities

SPC is part of DCC's Snow Warden Scheme, which provides advice, training and salt. Our Snow Warden is central to the successful implementation of SPC's Snow Plan, is the key point of contact between DCC, SPC and the local community and is responsible for coordinating any response to ice and snow. The Snow Volunteers, who are dispersed around the village and outer Parish, are also essential as they can offer localised support quickly.

According to DCC's Snow Warden Scheme, the Snow Warden is responsible for:

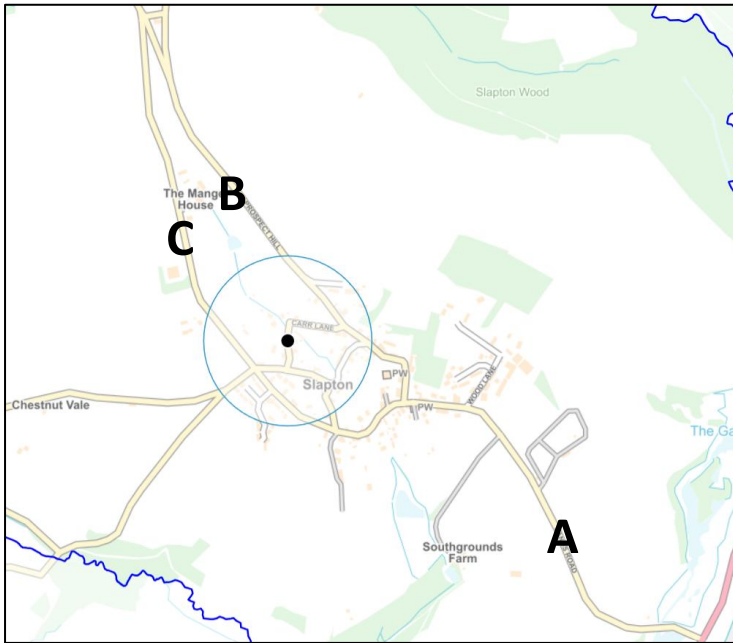
- Ordering grit supplies
- Keeping a register of local trained volunteers
- Receiving and responding locally to weather alerts
- Organising and deploying volunteers to clear snow
- Organising and deploying volunteers to spread grit when icy conditions are forecast
- Encouraging responsible use of grit/salt and help to minimise the abuse of grit/salt within communities

## CONTACT INFORMATION FOR KEY CONTACTS

Role	Name	Contact details
Parish Snow Warden	Keith Widger	T: 07814 495706 E: keith.widger@yahoo.co.uk
Coordinator, Parish Clerk (communication)	Bella Moor	T: 07734 051778 E: clerk@slaptonparishcouncil-devon.gov.uk
Deputy, VH Committee Vice Chair (communication)	Mandy Mitchelmore	T: E: mandymitchelmore@gmail.com
<b>Other key contacts</b>		
VH Committee, Chair	Shirely Sullock	T: E: wasullock@gmail.com
Parish Council, Chair	Jane Abbey	T: 07884 265463 E: jane.abbey@slaptonparishcouncil-devon.gov.uk
Parish Council, Vice Chair	Ian Mitchelmore	T: E: ian.mitchelmore@slaptonparishcouncil-devon.gov.uk
Parish Road Warden and Lengthsman	Nick Mathias	T: 07974 977471 E: mathiaspropertyolutions@gmail.com
Slapton Community Village Shop, Chair	Peter Osborne	T: 07718 586517 E: peterosborne500@gmail.com
Parochial Church Council, Treasurer	Andrew Naish	T: 07860 731232 E: andrewnaish@me.com
Queens Arms	Sandra Watson	T: 01548 580 800 E: sandra@queensarmsslapton.co.uk



**PRIORITY AREAS FOR GRITTING AND SNOW CLEARANCE AND DESIGNATED AREAS FOR LOCALISED SUPPORT ACCESS INTO THE VILLAGE – WITH TRACTORS**



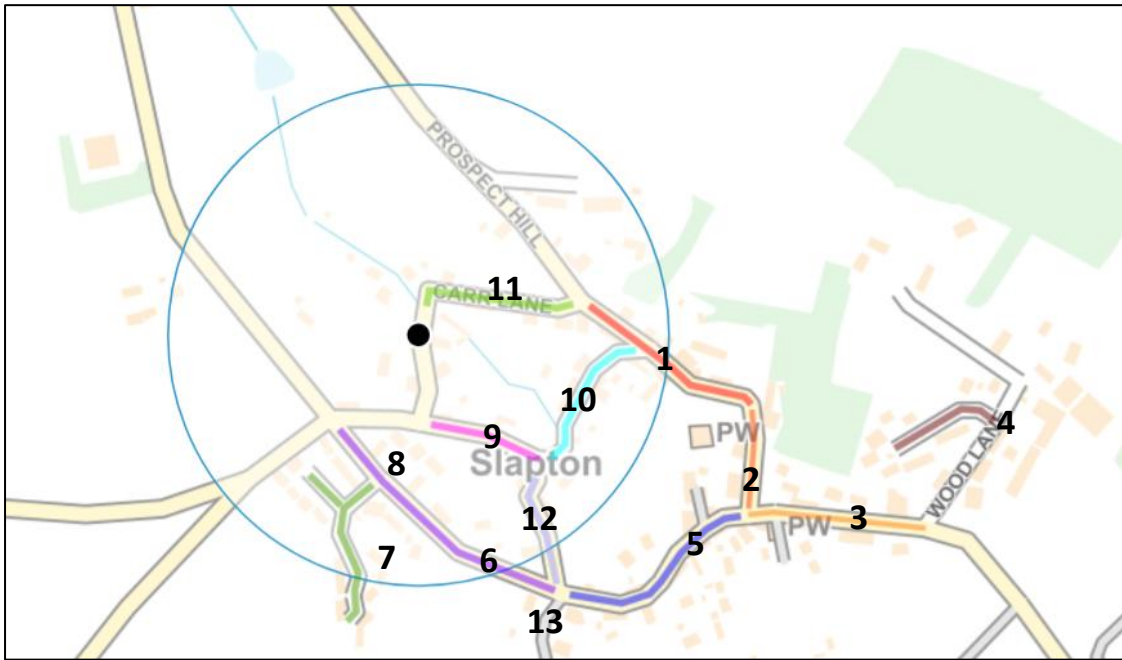
Map	Location	Who They need to be asked	Contact details
A	Wood Lane and Sands Road: Wood Lane junction – A379 junction, if not gritted by DCC	Jim McPetrie Eddie Church	T: T:
B	Prospect Hill: Higher Green Cross – Carr Lane junction	Keith Widge	T: 07814 495706
C	Blacksmiths Hill: Higher Green Cross – Townsend Cross Brook Street and Carr Lane: Townsend Cross – Carr Lane Court (turning point)	Keith Widge	T: 07814 495706

**GRITTING DUE TO SURFACE WATER**



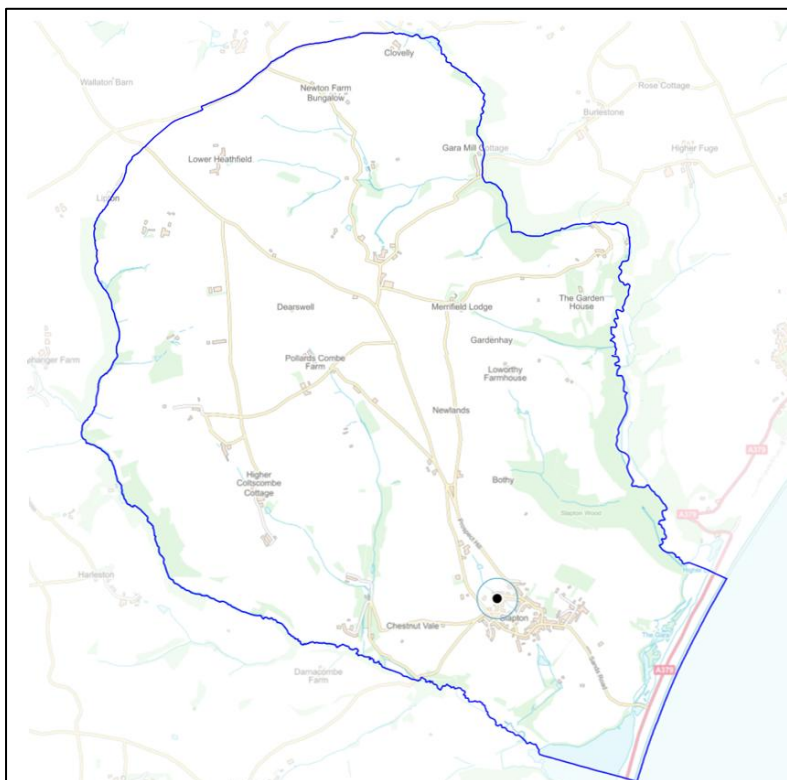
Map	Location	Who	Contact details
1	Carr Lane: Olivers	Mark Dean???	T:
2	Prospect Hill: Entrance to Tower Inn	??	
3	Sands Road: Church Wells	??	

## LOCALISED AREAS WITHIN THE VILLAGE



Map	Location	Snow Volunteers Everybody needs asking and gaps need filling	Contact details
1	Prospect Hill: Carr Lane junction to Chantry Corner	Peter Osborne Richard Abbey Dan Roundhouse ???	T: T: T:
2	Prospect Hill: Chantry Corner to Sands Road junction	???	T: T:
3	Sands Road: Prospect Hill junction to Wood Lane junction	???	T: T:
4	Chantry Hill, Village Hall Car Park, Village Hall and Shop entrances	Sebastian Lange Jamie Normansell	T: T:
5	Sands Road: Marsh Lane Junction to Prospect Hill Junction and Church Lane	Will Sullock James Curtis and ???	T: T: T:
6	Sands Road: Townsend Cross to Marsh Lane junction	Isaac Luscombe Ian Mitchelmore and ????	T: 07895 790292 T: T:
7	Greenbanks	Isaac Luscombe Steve (Paula's husband) ???	T: 07895 790292 T:
8	Brandis Park	Ian Mitchelmore	T:
9	Brook Street: Carr Lane junction to Meadow Court	Jo Bird Mike Cairney and Peter Meadowcourt?	T: T: T: T:
10	Brook Street: Meadow Court to Prospect Hill junction	Mark Jackson?? David Meadowcourt?	T: T:
11	Carr Lane: Prospect Hill junction to Carr Lane Court (if tractor has got as far as there. If not to junction with Brook St)	Simon Adams Bella Moor	T: 07850 106473 T: 07734 051778
12	Little Lane	???	T:
13	Marsh Lane	Mike Hitch ???	T:

## HAMLETS AND OUTER PARISH



Who can do what where? I need help with this as I just can't get this information!!!! Once we have a list, those people need asking and we need to add their contact information

Mark Harvey, Colin Blanks – Start

Pip Cocks - Loworthy

Joseph Waters – Pollards Combe

Giles Sutton – Hansel

## EQUIPMENT

According to the asset register we only have: 6 Plastic Scoops for the grit bins, 2 Men at work signs and 6 Road cones listed under Road/Snow Warden Kit

Here is a list of the type of equipment that Snow Volunteers could be provided with – please let me know if you think any of this should be acquired and we will have to put it in the 2025/26 budget as the delay in developing the plan means that the deadline has been missed for adding to 2024/25 budget:

Snow shovels with steel ice cutters – approx. £25 to £50 each x 4

High visibility vests – approx. £3 to £5 each

Danger men at work or similar x 2

## GRIT BINS

There are six grit bins in the village in the following locations:

	Location	Salt Level (updated October) %
1	Greenbanks entrance	
2	Greenbanks junction of 1 <sup>st</sup> right turn into close (padlock code 2090)	
3	Sands Road corner	
4	Carr Lane/Prospect Hill corner	
5	Opposite Slapton Village Community Shop	
6	Marsh Lane corner	

## TASKS FOR PREPARING AND RESPONDING

Preparing for an ice or snow incident	When	Who
Update Snow Plan based on lessons learnt in previous year as well as Snow Volunteers list and contact details for approval at October full council meeting	September/October	Clerk
Review salt levels held by the Snow Warden	October	Snow Warden
Review salt levels in grit bins, condition of grit bins and scoops	October	Road Warden
Review condition and levels of equipment held by SPC	October	Snow Warden and Road Warden
Follow long- and medium-term weather forecasts	September to April	Clerk
Promote parishioner preparedness by sharing relevant information	September to April	Clerk

Responding to an ice or snow incident	Who
Following alert from weather forecasts of severe ice or snow, Clerk to share with Snow Warden and place warning notices on Website and Facebook	Clerk
Snow Warden will advise Snow Volunteers if gritting or snow clearance is necessary	Snow Warden and Snow Volunteers
Snow Volunteers to remove snow quickly before it freezes overnight, whenever possible	Snow Warden and Snow Volunteers
Those householders, who are able to, will be encouraged to clear snow from outside their own houses <sup>1</sup>	Clerk and all Cllrs
Snow Volunteers to grit again after snow clearance	Snow Volunteers
If the Snow Warden, Snow Volunteers or Clerk believe there is a danger to life, report immediately to emergency services	All
If ice and snow incidents are for prolonged periods of time (i.e. more than 3 consecutive days), Clerk to liaise with Cllrs to identify vulnerable parishioners and arrange a check in (e.g. food and heating etc.)	Clerk and all Councillors
Snow Warden and Clerk to keep a log of all incoming and outgoing calls/emails concerning ice and snow and record any action taken	Snow Warden and Clerk

Post incident	Who
After ice and snow incidents, Snow Volunteers to be on the look out for burst pipes	Snow Volunteers
Review lessons learnt and identify kit used for re-ordering	Snow Warden and Clerk

<sup>1</sup> There's no law stopping residents from clearing ice and snow on the pavement outside homes or from public spaces. It is unlikely individuals will be held legally responsible for any injuries on a path if it has been cleared carefully <https://www.gov.uk/clear-snow-road-path-cycleway>

## SLAPTON PARISH COUNCIL RISK ASSESSMENT: SNOW VOLUNTEERS

Risk assessments are a statutory requirement under the Management of Health and Safety at Work Regulations 1999. These regulations require Slapton Parish Council assess all risks to the health and safety of staff or other volunteers who may be affected, arising from working conditions, workplace activities or environmental factors. Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Slapton Parish Council to identify any and all potential inherent risks. Slapton Parish Council has identified all potential inherent risks and has set out the steps necessary to reduce or eliminate the risks, insofar as is practically possible. **Whilst the information contained in this Risk Assessment provides a good guide to anyone clearing snow during inclement weather, if the Snow Plan has not been formally implemented by the Snow Warden on behalf of Slapton Parish Council, the Council's Public Indemnity Insurance will not cover individuals. All activity undertaken outside the scope of the Snow Plan or by individuals not named in the Snow Plan is undertaken at own personal risk.**

Risk(s) identified	Person affected	Likelihood Score (1-5 where 5 is high)	Impact Score (1-5 where 5 is death)	Risk Score Before Control	Management/control of Risk	Likelihood Score (1-5 where 5 is high)	Impact Score (1-5 where 5 is death)	Risk Score After Control
Slips, trips and falls	Volunteers and public	2	2	4	<ul style="list-style-type: none"> <li>Wear appropriate footwear (snow grips, if necessary)</li> <li>Clear short sections of snow at a time and then apply salt. Do not clear long stretches without applying salt to the cleared area</li> <li>Pay special attention to steps and steep footways</li> <li>Endeavour to remove snow as soon as possible after it has fallen, before it is compacted by foot traffic and made more difficult to remove</li> <li>Ensure work equipment not in use does not become a trip hazard</li> <li>Work during daylight hours or in well-lit areas, whenever possible</li> <li>Have a torch available if work is necessary during hours of darkness</li> <li>Whenever possible, work in pairs to ensure support in case of emergency</li> <li>Carry a mobile phone and have WhatThreeWords App</li> <li>Where spots of ice that are hazardous to pedestrians are identified and can't be dealt with appropriately, use signage to alert public of danger</li> <li>Whenever possible, work in pairs to ensure support in case of emergency</li> <li>Carry a fully charged mobile phone and have WhatThreeWords App</li> </ul>	1	2	2
Hypothermia from prolonged exposure in the cold	Volunteers	2	2	4	<ul style="list-style-type: none"> <li>Wear layers, appropriate outer clothing and footwear, including thermal gloves and a hat</li> <li>Have regular warm drinks (e.g. take a flask or make alternative arrangements)</li> <li>Take regular breaks in a warm, dry location and cease activity if they begin to feel extreme cold</li> <li>Whenever possible, work in pairs to ensure support in case of emergency</li> <li>Carry a fully charged mobile phone and have WhatThreeWords App</li> </ul>	1	2	2

Risk(s) identified	Person affected	Likelihood Score (1-5 where 5 is high)	Impact Score (1-5 where 5 is death)	Risk Score Before Control	Management/control of Risk	Likelihood Score (1-5 where 5 is high)	Impact Score (1-5 where 5 is death)	Risk Score After Control
Injury from carrying heavy loads	Volunteers	2	2	4	<ul style="list-style-type: none"> <li>Only carry out the task if you are capable of doing so and are fit to participate</li> <li>Follow safe manual handling procedures: <ul style="list-style-type: none"> <li>-Use your leg muscles as much as possible - push snow when you can and use your legs to lift when you can't push it</li> <li>-Keep your back straight as you move from the squat position to the upright position</li> <li>-Use your shoulder muscles as much as possible</li> <li>-Hold the snow shovel as close to your upper body as possible</li> <li>-Keep one hand close to the shovel blade for better leverage</li> <li>-Don't twist your upper body as you throw snow</li> </ul> </li> <li>Move snow the shortest distance possible</li> <li>Consider two person lift or use alternative means of conveyance (e.g. wheelbarrow or sledge) at own discretion</li> </ul>	1	2	2
Injury due to vehicular movements on roads/lanes	Volunteers	2	3	6	<ul style="list-style-type: none"> <li>Work in pairs on roads so that one person can warn the other of oncoming hazards</li> <li>Wear high visibility jackets</li> <li>Face on-coming traffic where possible</li> <li>Clear short sections at a time</li> <li>Use approved 'Road Closed' or 'Men at Work' signs either end of the section to be treated/cleared, ensuring that each sign is visible from at least 50m in advance</li> <li>Carry a fully charged mobile phone and have WhatThreeWords App</li> </ul>	1	3	3
Contact with salt (not classified as dangerous substance)	Volunteers	1	2	2	<ul style="list-style-type: none"> <li>Avoid contact with skin and eyes (wear gloves)</li> <li>If skin or eyes come into contact with salt/grit wash skin with water and for eye irrigate with clean water for at least 10 minutes. If symptoms develop or persist, seek medical attention</li> <li>Whenever possible, keep off vegetation and prevent entering watercourses</li> </ul>	1	1	1
Lone working on footways/minor lanes only (no lone working on roads above 20mph)	Volunteers	2	3	6	<ul style="list-style-type: none"> <li>Let someone (nominated contact) know where you are working and when you are expected back</li> <li>Communicate with nominated contact at least hourly</li> <li>Carry a fully charged mobile phone and have WhatThreeWords App</li> </ul>	1	2	2

### SLAPTON PARISH COUNCIL: INCIDENT LOG

This log sheet should be completed if there is an ice or snow emergency. It can help support/justify any decisions made or actions taken and provide useful information to other agencies

Date and Time	Event/Message	Action