

# BISHOPSTEIGNTON

## EMERGENCY RESILIENCE PLAN

Prepared by

Bishopsteignton Emergency Resilience Team

**B.E.R.T**



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# **BISHOPSTEIGNTON PARISH COUNCIL**

## **Emergency Resilience Plan 2018**

### **Introduction**

The Bishopsteignton Emergency Resilience Team (BERT) is a standing committee falling under the auspice of Bishopsteignton Parish Council in order to comply with statutory legislation and good community practice in the event of an emergency.

This plan outlines in brief the procedural steps that may be taken in such a situation. It is an evolving plan, reviewed constantly.

### **Purpose of the Plan**

The purpose of this plan is to provide a self-help response, particularly shelter, volunteer and other support, during any emergency situation affecting the community.

### **Geographical Scope**

This plan covers the whole area of Bishopsteignton Parish, where self help and advice is given to remote enclaves and is known as the 'Community'

### **Definition**

An emergency is defined as a situation which causes or has the potential to cause harm or potential death to people, whether residents or not, and where the community may be isolated from help from the emergency and mains services placing residents at risk due to the widespread or dynamic nature of any event.

### **Activation**

Activation of the plan is based on 3 principles:-

#### **Be Prepared**

Where severe weather warnings, notice of essential services disruption etc. are given in advance allowing preparations to be made.

#### **Respond**

When the incident is taking place and immediate assistance is required as identified by the decision making plan, BERT will respond from either a prepared course of action or from a dynamic response to the incident that has arisen.

#### **Recover**

Where the incident has ceased and imminent danger has passed, further help, support, diagnostic reviews and reporting can take place.

At the end of any incident, the BERT committee will hold an initial debrief meeting to discuss the event and implement any changes to any existing plan if required. The Chairman (or designated member) will convey the relevant information via a Bishopsteignton Parish Council members report, a description of the incident and BERT's response.

Bishopsteignton Emergency Resilience Team activation will be if the Chair or in absentia a nominated alternative in conjunction with other BERT members consider it necessary as conveyed through established communication channels.

BERT would go in to either a 'Be Prepared' or 'Respond' mode.

Activation may also come from the Emergency and statutory bodies when they are unable to attend an incident due to pressures on their services.

When the plan is activated, the Emergency Decision Flow Chart (EDFC) will be followed to determine action requirements and adapted for each individual response scenario. There will be regular communications and meetings of the BERT team, and contact points will be initiated.

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### **Communication**

Activation of the plan will be notified by a Christmas tree series of phone calls (or other coms) to BERT members and subsequently to volunteers as required. Communication will be established with the relevant emergency and statutory bodies and maintained. Parish wide communication will be via telecoms, social media and face to face by volunteers.

### **Vulnerable areas**

Particular identified areas of concern in the event of the emergency plan being invoked include but are not limited to:-

Moors Park Care Home, Bishopsteignton House, Bishopsteignton Primary and Pre-schools, the Pharmacy.

Additional support for these and other potentially vulnerable areas of the Village would be provided.

### **Community Response**

BERT will use resilience team personnel, volunteers and any other available resources to respond to the emergency affecting the community as deemed appropriate.

### **Control Points**

Bishopsteignton Parish Council Chamber within The Community Centre will be the principle assembly point for the Emergency Management Team with the Village Hall as the 1<sup>st</sup> alternative. A key for the Parish Rooms is held by the BPC representative within the BERT group. Access for The Village Hall is through the incumbent caretaker. If these venues are inaccessible, then the alternative venues will be appointed

### **Reporting**

A detailed response table shall be kept as the incident unfolds and runs to its conclusion. Following on from any incident in which BERT was involved the team will prepare a comprehensive after event report which will act as a learning tool and a reporting method both to the Parish Council and the residents of Bishopsteignton parish.

### **Partnerships**

BERT will liaise and work closely with established parish groups and both emergency and statutory bodies along with other local authority resilience groups and the established Community Volunteers (BERTIES).

### **Equipment**

A range of equipment is required for a "be prepared" position and such use is dependent on the situation that has arisen.

Equipment is stored at various locations throughout the village and permissions and access have been sought.

### **Funding**

Funding to enable the plan to be implemented and sustained has been and will continue to be sought from partners, other local authority means and by fundraising.

Such funds are placed within the Bishopsteignton Parish Council account and ring fenced for the use and benefit of BERT only.

### **Refuge Centres**

Various prominent public and private buildings have been sought to act as either refuge or communication centres. Permission and access for which have been agreed.

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### **Administration**

#### **Privacy Policy**

GDPR - BERT understands its commitment to the protection of personal information held of team members and volunteers and will comply with policies as adopted by the Parish Council.

#### **Insurance**

Bishopsteignton Parish Council has an Insurance policy to cover all involved in this plan, once the BERT has been activated. The contact details are through the Parish Clerk Kim Ford; [clerk@bishopsteignton-pc.gov.uk](mailto:clerk@bishopsteignton-pc.gov.uk).

#### **Risk Assessment**

Risk Assessment will form a standing item on the committee agenda to be assessed and reviewed as and when considered necessary and will include assessments on action procedures, personnel and equipment.

#### **Conclusion**

This is a living document that will be reviewed and if required updated twice per year or when either an incident or other factors deem it necessary. Major change requests will be presented to the Bishopsteignton Parish Council through the monthly meetings for adoption.

*This plan was drawn up by members of the Bishopsteignton Emergency Resilience Team.*

# **KEPT BLANK FOR NOTES**

## **BISHOPSTEIGNTON PARISH COUNCIL**

### **Emergency Resilience Plan 2018**

**Appendices – held by BERT Committee in line with current data protection guidelines**

1. BERT Committee Membership
  - a. Contact details
2. Action Flow Chart
3. Key Contact details
  - a. External resources
4. Volunteers
  - a. Area Contact
  - b. Area Volunteers
5. Maps
  - a. CareWatch zones (mirror BERT areas)
  - b. Grit Bin Locations
6. Equipment list
  - a. As per BERT "ownership"
  - b. Volunteer resources
7. Emergency refuge locations
  - a. Contacts
  - b. Access
  - c. Facilities
8. Master Incident Monitoring Report