

DUNSFORD PARISH COUNCIL DUNSFORD COMMUNITY EMERGENCY PLAN



PLANNING FOR A RESILIENT COMMUNITY

Date of plan March 2025

! If you are in immediate danger **your first action should always be to contact the emergency services by dialing 999**

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1. Introduction

Dunsford is a small parish on the edge of Dartmoor in the district of Teignbridge. It has about 688 residents, mainly in the village with farmland and various properties elsewhere. The river Teign runs along one of its boundaries and many properties are within the floodplain along the B3212 with various tributaries running through the parish itself. The wooded valley of Steps Bridge and Dunsford woods nature reserve is also within walking distance of the village.

Dunsford Parish Council has developed this plan to provide community resilience in the pre-event phase, or early stages of an emergency.

The Dunsford Emergency Response Team (DERT) has been formed to assist both the activation of this plan and the emergency responders wherever possible, prior to, during and after an emergency.

The aim of this plan is to increase community resilience through developing a robust coordinated approach that compliments the work of emergency responders.

In times of emergency, the DERT team, on behalf of the Parish Council, may be requested to help with possible emergencies. DERT may request additional volunteers to help assist within our community. For example, this may include door knocking undertaking welfare checks for the vulnerable, delivering sandbags or relaying information. DERT is also responsible for keeping the plan up to date.

The objectives of this plan are to:

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

2. Community Response (Dunsford Emergency Response Team)

A Community Response Team (DERT) has been set up to manage the community's response to an emergency and keep the plan up to date.

Role	Name	Address	Contact
Coordinator	Karen Morris	2 Bridge Street	07969093975
Deputy	Phil Morris	2 Bridge Street	07510 513431
Team member	Simon Green	Old Post Cottage	01647 253288
Team member	Rowan Kendall-Tory	Pan Reedy, Reedy	07730368689
Team member	Colin Ridgewell	23 Brownings Mead	07710517277
Team member	Rebecca Squire	20 Brownings Mead	07957 658156
Team member	Mark Saunders	Stable Cottage	07772261248

2.1 Responsibilities

The role of the Community Response Team (DERT) is to:

- Write and organize the Community Emergency Plan
- Regularly review and update the plan
- Report annually to the community telling them, if the plan has been activated and if any members have changed
- Be a focal point for the community
- Maintain communication and be the main contact for the local authorities and the emergency services
- Tell the appropriate authorities and individuals
- Communicate important messages to the community
- Involve all Community Response Team members in the planning and response process, and give them tasks
- Activate resources when needed

All members of the Community Response Team (DERT) should:

- Live in the community
- Have good local knowledge
- Have the support of and speak on behalf of the community
- Provide vulnerable people with additional support; **list held by Coordinator**
- Maintain communication within the community and with local authorities
- Check confidentiality is maintained where needed
- Maintain his/her own action log
- Create a 'grab bag' containing: **Emergency plan information, torch, map of parish, mobile phone, reflective jacket, waterproof gloves and basic first aid kit.**
- Have enough knowledge of the plan to act as coordinator
- Support the main coordinator (Karen Morris) in their tasks

3. Related Emergency Planning

3.1 Arrangements between emergency services and local authorities

Local authorities and emergency services have an emergency response structure to which they follow.

3.2 The Home Emergency Plan

The Home Emergency Plan can be found at gov.uk/prepare, or via a link from the Dunsford Parish council website. For a copy see **Annex A**.

4. Knowing the unknowns

4.1 Identifying and preparing for risks

Risk assessments for Dunsford Parish are listed in **Annex B**

Maps of the community, including key buildings etc are listed in **Annex C**

Vulnerable buildings/people are listed in **Annex R2**

Volunteers will be contacted appropriate to the emergency, their skill set and the location(s) of the emergency. A full briefing will be given to all volunteers before being deployed (depending on the incident).

5. Activating the emergency plan

5.1 Triggers

The Emergency Plan Co-Ordinator and another team member (possibly the snow warden when one is in place) should receive early alerts, for inclement weather/snow/ice/flooding. He/she will inform the co-ordinator through the WhatsApp group (or word of mouth if the power has failed).

5.2 Notification

Co-Ordinator Karen Morris will pass on notification of an emergency to DERT using the telephone notification system, see **Annex D**.

For a guide activation procedure, see **Annex E**. This procedure lists the call out order and logging of actions.

6. Taking control and Managing the incident

6.1 Incident coordination

Incident Control Points (ICP) are:

Primary ICP: Dunsford village Post office grid ref> O.S SX 8128589171

Located opposite the church.

What three words: **submerge.shelters.burst**

Secondary ICP: Dunsford Village Hall grid ref> O.S SX 8122189163

Located between the school and the pub.

What three words: **smothered.defensive.gather**

When the Emergency Services arrive on the scene, they may choose a different ICP. The DERT Coordinator should introduce themselves, give a copy of the Community Emergency Plan, and provide local knowledge and a situation report, see **Annex G**.

7. Skills and resources

7.1 Resources

For community resources available during an emergency, see **Annex H**.

7.2 Contacts lists

For contact details of key organisations and groups which are publicly available e.g. emergency services, health organisations, parish councils, local authorities, utility companies, the Environment Agency, schools etc, see **Annex H**.

For restricted contact details e.g. volunteers, vulnerable people, see **Annex R1 and R2**.

8. Key facilities

8.1 Community Shelter

If people need to leave their homes, the district council and/or county council or unitary authority, will open a rest centre.

If a local authority cannot provide immediate assistance, a Community Shelter will provide a short term refuge.

Dunsford Parish Community Shelter

Primary ICP: Dunsford Village Hall grid reference> O. S SX 8122189163

What 3 words: smothered.defensive.gather

Key holder - DERT Coordinator Karen Morris

Secondary ICP: May need to be established

8.2 Establishing and operating a Community Shelter(s)

For instructions, see **Annex J**

8.3 Helicopter Landing Sites

Helicopter Landing sites (HLS) will only be used by emergency services in the rescue phase of an emergency.

Daytime landing - will be identified by the emergency helicopter crew - (incident/area dependent) during daylight.

There is no suitable site identified for nighttime landing.

9. Keeping in touch

9.1 Communications

Mobile networks and the internet will be used if functioning. Should all mobile networks also fail, then a landline is still available from the village phone box (01647 252512), located opposite the church.

A landline phone can also be found at Dunsford Post Office.

If all these methods of communication should fail, communication via face to face will be put in place. Written information may be provided for display or distribution as well as personal contact with residents.

9.2 Warning and informing

If mobile/television/mains operated radios don't work and the community is isolated, the community can keep up to date by listening to local radio stations on battery operated/wind up radios. Written notices will be located on the Dunsford Parish Council notice boards and in the Village shop.

For warning and information methods, see **Annex K**.

10 Key Information

To record key information, see:

Annex A	Your home self-help plan
Annex B	Community risk assessment
Annex C	Maps of the community
Annex D	Telephone tree notification system
Annex E	Activation procedure and logging sheet
Annex F	Community flood plan
Annex G	Situation report
Annex H	Community resources
Annex I	Key contacts List (publicly available)
Annex J	Establishing and operating a Community Shelter(s)
Annex K	Communications, warning and information
Annex L	Plan Distribution
Annex M	Glossary
Restricted distribution	
Annex R1	Key contacts list (not for general distribution)
Annex R2	Location of List of vulnerable residents

11. Plan maintenance

Dunsford Emergency Response Team (DERT) should meet every six months to discuss community resilience arrangements and every year to review the plan and check contact numbers are correct.

When sending out updated pages of the plan it is important to ensure the old pages are returned. For a distribution list, see **Annex L**

Amendments list

Date	Page number	Reason for amendment	changed by

Annex A

Home Emergency Plan

To access a copy of a home emergency plan please go to.






gov.uk/prepare

Or request a printed copy at Dunsford Post Office.

Community Guides

Simple single page guides will be distributed within the community with the goal of helping people deal with emergencies and increase personal safety and resilience. Further copies will be available at the Post Office.

Emergency - What to do?

	Remove yourself from immediate danger if you can.
	Call 999
	Landline phone locations: <ul style="list-style-type: none">• Opposite Dunsford church, East Steps
	FIRST AID: <ul style="list-style-type: none">• Defibrillators:<ul style="list-style-type: none">- Moor Park Garage- Dunsford Village Hall• First aid kits are available at the Post Office, village Hall and with DERT members
	Call DERT If after the initial emergency response a given incident has potential to affect the wider community.

Annex B - Community risk assessment

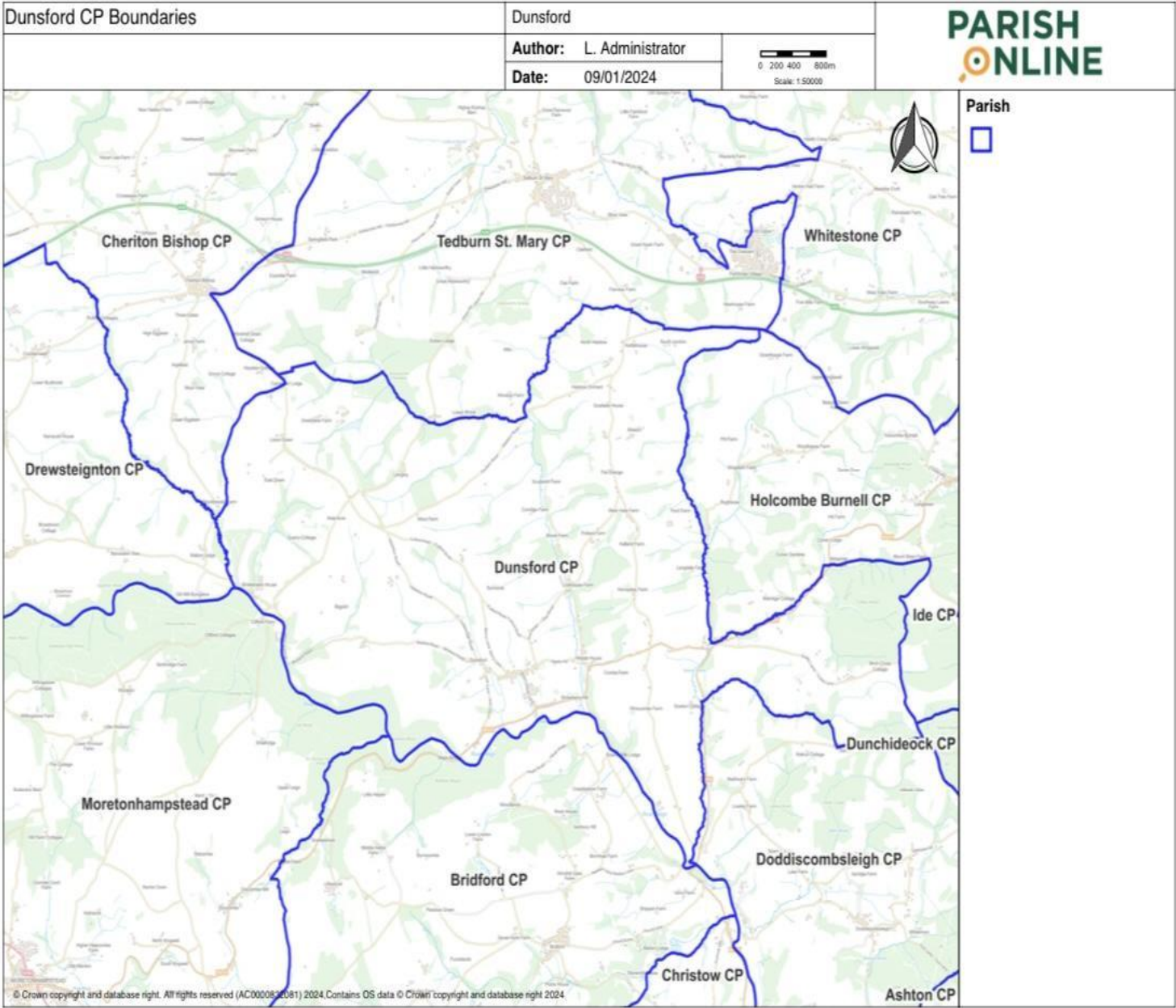
When assessing risks to the community, the likelihood and the impact of the event should be considered. Many of the risks will be planned for at a national/regional/county or district level. This risk assessment should consider how the community could respond to ensure its safety/wellbeing.

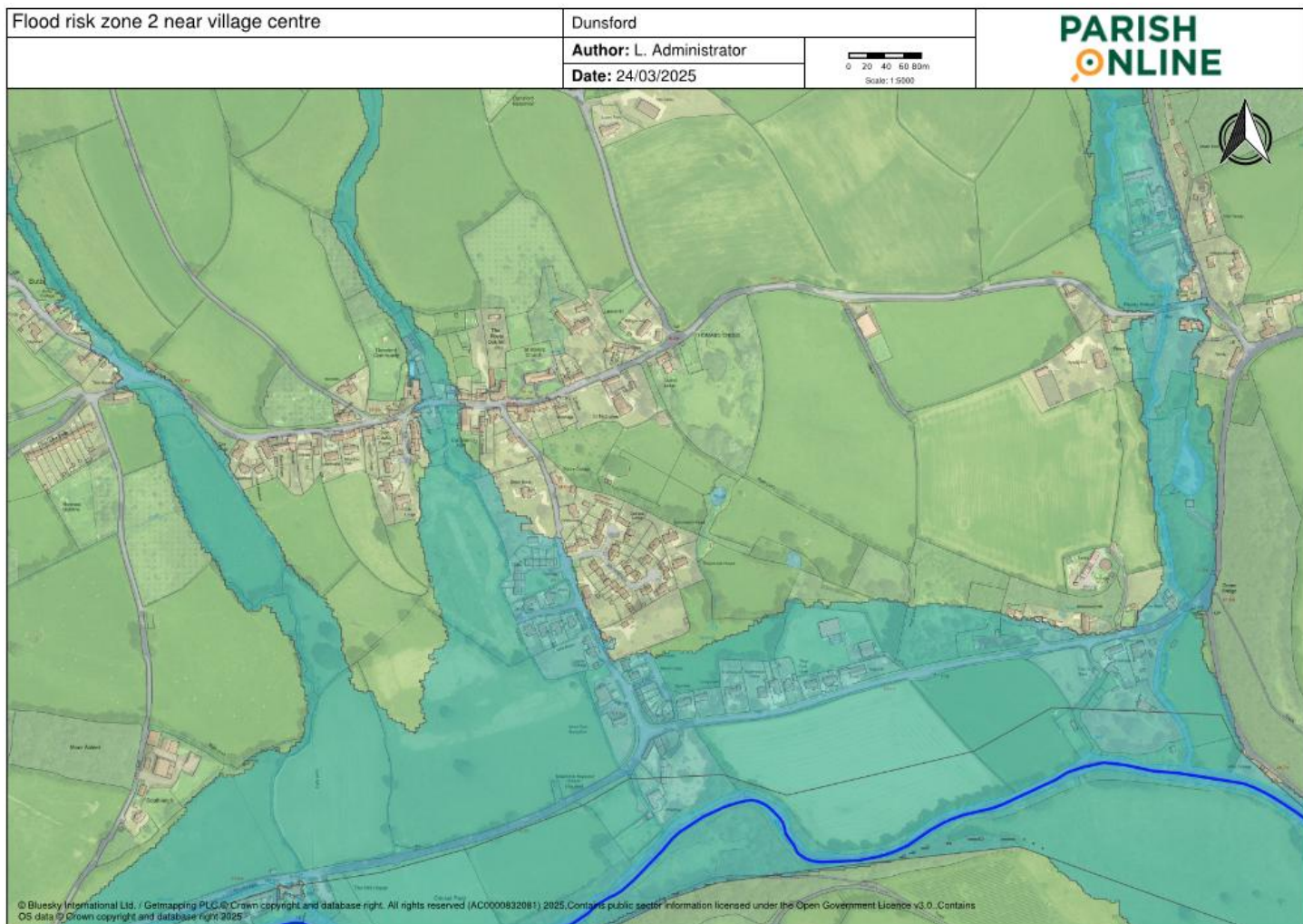
Date assessment was carried out: March 2024

Date of next review March 2025

Risk	Impact	Mitigation	DERT >24hr response
Electric outage	<ul style="list-style-type: none"> no comms (internet, mobile & most household phones) lighting & heating 	<ul style="list-style-type: none"> keep list of landline phones sign at defibrillator (or any other strategic points) listing where landline phones are 	<ul style="list-style-type: none"> word of mouth comms tree walk down vulnerable people list
Mains water outage	<ul style="list-style-type: none"> loss of drinking water / dehydration sanitisation 	<ul style="list-style-type: none"> bottle water 	<ul style="list-style-type: none"> community to supply additional water walk down vulnerable people list
Extreme Weather <ul style="list-style-type: none"> flooding, high winds snow & ice 	<ul style="list-style-type: none"> access - emergency vehicles, food & water, prescription medication 	<ul style="list-style-type: none"> personal / household resilience guide 	<ul style="list-style-type: none"> medication prescription pick up check vulnerable list
Extreme Weather <ul style="list-style-type: none"> extreme heat 	<ul style="list-style-type: none"> Health complications Heat stroke Fire risk hydration 	<ul style="list-style-type: none"> personal / household resilience guide 	<ul style="list-style-type: none"> walk down vulnerable people list
Trunk road RTA	<ul style="list-style-type: none"> grid lock on local roads access - emergency vehicles etc Parking causing obstruction for emergency vehicles 	None identified	None Planned

Annex C – Maps

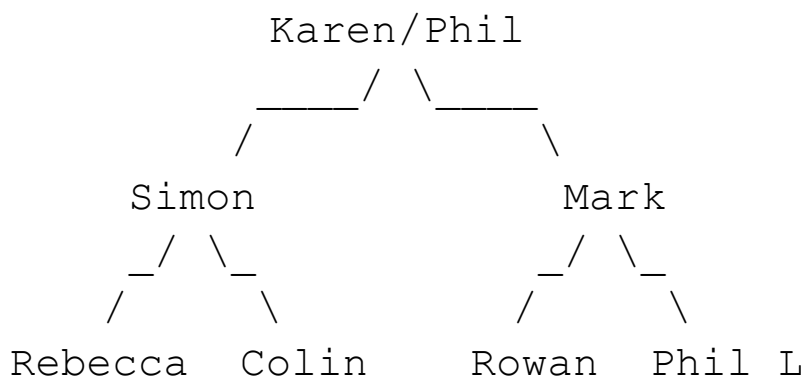




Annex D

Telephone Tree notification system

Communication Tree



Name	Address	Contact details
Karen Morris	2 Bridge Street, EX67DB	07969 093975 karen.dunsfordparishcouncil@gmail.com
Phil Morris	2 Bridge Street,	07510 513431
Simon Green	Old Post Cottage	01647 253288
Mark Saunders	Stable Cottage	07772 261248
Rebecca Squire	20 Brownings Mead	07957 658156
Colin Ridgewell	23 Brownings Mead	07710 517277
Phil Lewis	Higher Butts, EX67DF	07810808141
Rowan Kendall-Torry	Pan Ready, Reedy	07730 368689

Communication methods

- WhatsApp - protocol = must acknowledge receipt with reply
- Telephone or what's app call– if voice mail left repeat call later
- Physical - door knock & pass on by word of mouth

Annex E

Activation procedure and logging sheet for DERT members

Action		Notes and time
1	Dial 999 and ensure the emergency services are aware of the emergency if appropriate and follow any advice given	
2	Monitor the emergency situation and Contact DERT to be prepared to respond urgently	
3	Contact and inform the Parish Council Clerk	
4	Record details on the log sheet (annex G1) include: <ul style="list-style-type: none">• Decisions you have made and why• Actions taken• Who you spoke to and what you said (including contact numbers)• Information received	
5	If needed, call a community meeting. Ensure the venue is safe and people can get there safely	
6	Take notes and record actions on the Log Sheet as well as completing the situation report (annex G2)	
7	When the emergency services arrive, the DERT Coordinator should introduce themselves and offer local information and support	

Never do anything which puts you or anyone else in your community at excessive or unreasonable risk

Annex F - Community Flood Plan

Local flood warning triggers - Floodline 03459881188

Residents act as monitors for their part of the parish where there are identified flood risk areas. These are shown in annex C in the maps, the locations are:

Butts Pond area
Lea Lane
Thomas Cross
Dunsford Primary School area
B3212 between Swanaford Road turning and Steps Bridge
Zeal Road by Reedy Brook
Ford

Actions to be taken before a flood

D.E.R.T will identify areas and property that can be affected by flood waters and run off and encourage residents to register with flood line to receive alerts of potential flooding. Use our lengthsman to frequently keep the drains clear and free from debris and keep on top of verge clearing. Frequently check and count our sandbags located at Strawberry Hill on the B3212.

After the flood

D.E.R.T to remind those affected to take photos before the clean up as they may need to rely on them for insurance claims. Support the community with possibly offering shelter. Inform local residents affected by internal property flooding that they can use the flood online reporting tool (FORT) to report their flooding to us:

<https://swim.geowessex.com/devon/>

Annex G1 Log Sheet

Record all information during an emergency. A log sheet is an easy way to ensure information is not lost and can help support/justify any decisions made or actions taken.

Date	Time	Information / Decision / Action	Initials

Annex G2

Situation report (SITREP)

Use this form to record information about an emergency and offer the information to emergency responders when they arrive: Complete at first calling of DERT

E	Exact location of the emergency	
T	Type of emergency	
H	Hazards present or suspected	
A	Access - routes that are safe to use	
N	Number, type and severity of casualties	
E	Emergency services present?	

G3 - Emergency Assessment – things to consider/report

Date:

Time:

Location:

Attendees:

Current situation?

Location of emergency. Is it near?

A School?

A vulnerable area?

A main access?

Type of emergency:

Is there a threat to life?

Has electricity or water been affected?

Are there any vulnerable people involved?

Elderly?

Families with children?

Resources needed?

Food?

Off-road vehicles?

Blankets?

Shelter?

Establish contact with the emergency services

How can we support the emergency services?

What agreed actions can safely be taken?

Agreed actions and leads?

Any other issues?

Annex H - Community resources

Sandbags
Defibrillators
Grit bins
Telephone box
Tractors
Diggers
4X4 vehicles

Annex I

Key contacts List (available publicly)

Useful Contact Numbers	Number	Description	Website
Emergency	999	Life at risk	
NHS Direct	111	non emergency	www.nhs.uk
Western Power	0800 6783 105	24 hour helpline	www.nationalgrid.co.uk
Environment Agency	0345 988 1188	Floodline	www.gov.uk/prep-are-for-flooding
Devon Highways	0345 155 1004	Report a problem	www.Devon.gov.uk/roads-and-transport/report-a-problem
South West Water	0344 346 1020	24 hour helpline	www.Devon.gov.uk/roads-and-transport/report-a-problem
Teignbridge DC	01626 361101	General Enquiries	www.Teignbridge.gov.uk/help-and-accessibility/contact-us
Dartmoor National Park	01626 832093	General Enquiries	hq@dartmoor.gov.uk
Dartmoor Livestock Protection	07873 587561	Report an Issue	
Dunsford Primary School	01626 248797	General Enquiries	
Moorgate Veterinary Group	01647 440441	General Enquiries	www.moorgatevets.co.uk
Teign Valley Practice surgery	01647 24272	General Enquiries	www.cheritonbishopppractice.co.uk

Annex J

Establishing and operating a Community Shelter

When an evacuation is needed, people will need a safe place. This safe place is the Community Shelter, Dunsford Village Hall.

Activation of shelter

A community shelter will be activated if the DERT team decides that due to the emergency, it needs to provide shelter before the emergency services arrive.

Staffing the Community Shelter

Volunteers will be needed to staff the community shelter. The minimum requirement is shown below.

Serial post responsibilities

	POST	RESPONSIBILITIES
1	Parish shelter coordinator	Manage shelter Provide feedback
2	Receptionist	Maintain register
3	Volunteer First Aider (Annex R1)	Provide basic first aid as required
4	Volunteer cook	Provide snacks/hot drinks
5	Volunteer evacuation assistants	Assist evacuees Issue blankets etc.

Annex K - Communication, Warning and Information

Method	Location (If applicable)	Contact/ Responsibility	Additional Information
Notice boards	All Village notice boards and Post office	DERT coordinator Karen Morris	
Local meeting	Inside Village Hall	DERT coordinator	
Community leaflets	Via PC website and Post office	DERT coordinator	
Telephone cascade system	Via DERT and Parish council	DERT coordinator	
Door knocking	as and when needed by volunteers organised by DERT coordinator	DERT coordinator	

Annex L

Plan Distribution list

Name	issue number	contact details	date issued
Cllr Karen Morris - Dunsford PC	1		
Phil Morris	2		
Simon Green	3		
Mark Saunders	4		
Cllr Rebecca Squire - Dunsford PC	5		
Colin Ridgewell	6		
Rowan Kendall-Torry	7		
Dunsford Parish Council Clerk - Lynne Ogden	8		

A redacted version for public availability with some contact details deleted is:

- Posted on the Parish Website:
- Hard copy kept in the Post Office
- Copy filed with Devon Community Resilience Forum

Annex R1

KEY CONTACTS LIST

Karen and Phil are compiling a list and updating it regularly, of people willing to help with equipment and resources.

This information is restricted because it is for use of DERT not the general public.

If people need help or resources they should contact a DERT member for support.

Annex R2

Vulnerable people within the community

This list is kept and updated regularly by DERT Coordinator.

Currently kept at Dunsford Post Office.

Access to this list is restricted. In the event of the coordinator not being available only DERT members are able to access this information. File contains list of members who may access it on a need only basis.