

Community Emergency Plan

Uplyme

May 2018 / Version 7

Approved at the Council meeting 09/05/2018



Document History

<i>Version</i>	<i>Date</i>	<i>Reason for amendment</i>	<i>Changed by</i>
1	2005	First issued version	Cllr C Sellers
2	March 2010	Appendices with personnel issued	Cllr C Sellers
3	July 2010	Amended with changes to personnel	Cllr C Sellers
4	March 2012	Amended with changes to personnel	Cllr A Turner
5	June 2013	Flood action workflow added	Cllr A Turner
6	November 2014	Document put into standard template at request of DCC; also, amended with changes to personnel and as a result of testing	Cllr A Turner Clerk
7	May 2018	Reviewed, updated, amended and personnel changes made	Cllr A Turner Clerk

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Please read the important notice on the back cover!

1 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 wholly 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 and recover from emergencies, it is good practice to identify potential hazards and make simple plans about how they could respond to them.

This plan has been developed to provide resilience for the community in Uplyme and surrounding hamlets in the pre-event phase or early stages of an emergency.

The Uplyme Emergency Team has been formed to assist the activation of this plan and to assist the emergency services wherever possible, before, during and after an emergency event.

2 Topography and Overview of Uplyme

2.1 The Background

In November 2002, Devon County Council asked all District and Parish Councils to consider the setup of a local self-help initiative, to cater for a range of possible local emergencies. The provisions would be for a limited period of time until proper responsibility could be taken by outside emergency agencies; thus, for the proposal to work, a core of local volunteers, with suitable skills, experience, resources and motivation would be required to provide short term immediate coverage.

2.2 The Parish - General Topography

Uplyme is a widespread rural parish in East Devon. Topographically it comprises a very hilly landscape, interspersed with wooded valleys, relatively small fields and numerous “spate” feeder streams, many of which ultimately meet the River Lym, which empties into the sea at Lyme Regis. Some of these streams have a history of sudden and rapid (flash) flooding, aggravated by runoff from adjacent agricultural land.

See map on page 7.

2.3 Road network

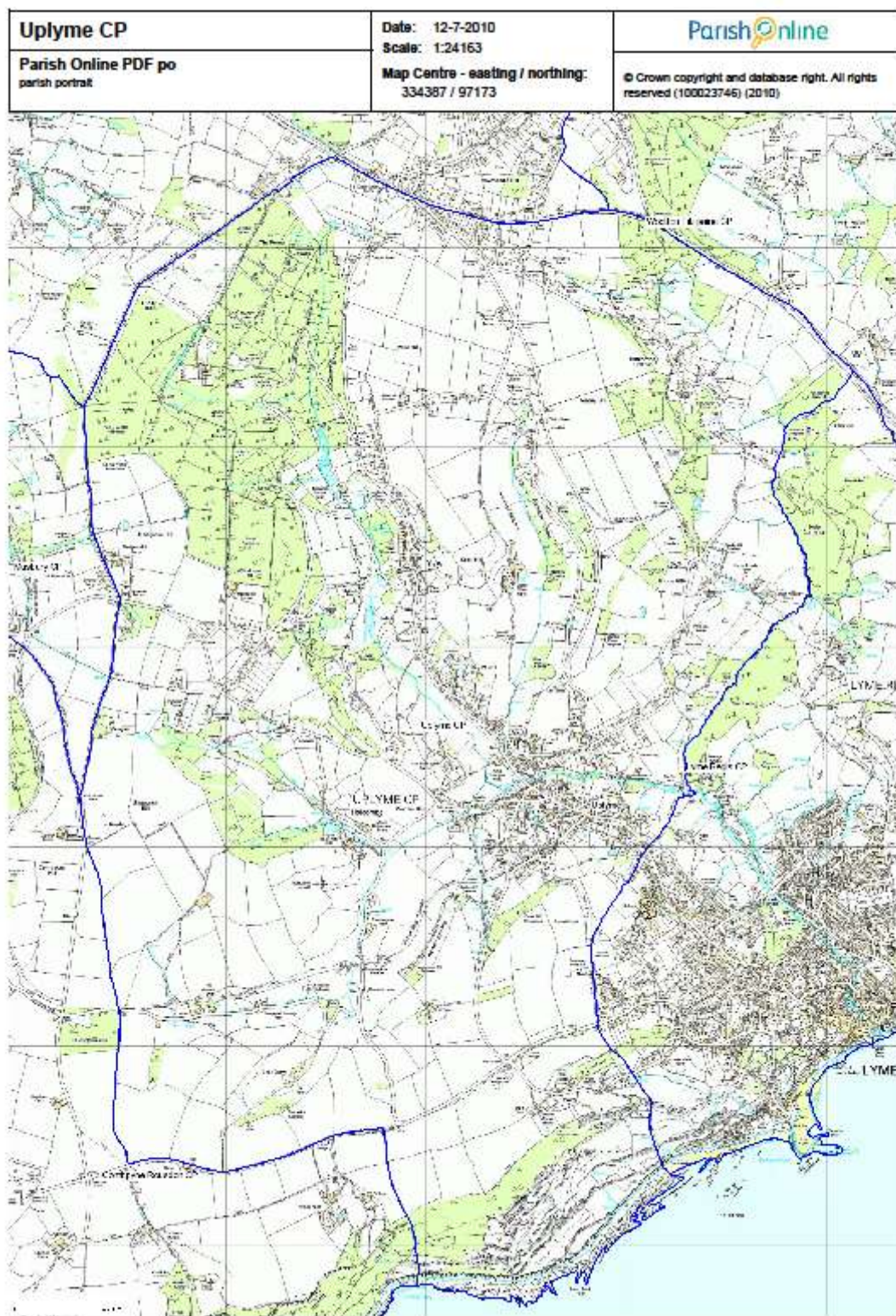
Several inter-regional routes serve and skirt the Parish, the major road being the A35 Folkestone/Honiton Trunk Road which for most practical purposes represents the northern boundary of the parish. To the south runs the main coast road, the A3052, catering for more localised traffic, culminating at Exeter 25 miles to the west. Of the two, the A35 provides the major communication facility and hence bears by far the bulk of motor traffic, both heavy goods vehicles and holiday traffic. Significant is the fact that traffic has increased in density over the past decade by a factor of two, which, coupled with a gradually lengthening holiday season, has placed greater emphasis on the matter of traffic management and calming measures on that road (more of which later).

An unavoidable knock-on effect has been increasing holiday traffic and, to some extent, business traffic along the B3165 to Lyme Regis, from the A35 at the Hunters Lodge – we have now effectively a spur road which, while not being upgraded, is being asked to cope with ever increasing volumes and axle-weight of traffic – “an accident waiting to happen”.

The Council has been working for some years with the MP, neighbouring parishes, Devon Highways and Highways England to get safety improvements at the A35/B3165 junction. Some works have been completed but others still remain to be achieved at the time of writing.

Between the A35 to the north and the A3052 to the south lies a network of very narrow, steeply-inclined and winding lanes which link isolated communities within the Parish and

along which, typically, telephone communication wires and local electricity supplies are routed.



The Parish of Uplyme is centred on the village of Uplyme which lies astride the B3165 – the road from the A35 at Hunters Lodge to the north and Lyme Regis to the south. Historically Uplyme grew up around the Parish Church of St Peter & St Paul although the bulk of the

residential population is now concentrated astride the B3165 road and a little to the west of the old village centre – thus major traffic flows through what is now, *de facto*, the village centre – again with barely adequate road provision for the growing volume and axle-weight of traffic.

2.4 Transport

Within the immediate Parish, there is a half-hourly bus service from Axminster/Bridport and 2-hourly services on weekdays from Exeter to Poole. These serve the B3165 and A3072 but not outlying hamlets some public transport is available, although perhaps not sufficiently available or frequent to be of any significance. This factor of availability is aggravated by the widespread geography of the Parish with relatively isolated communities and individual dwellings means that many residents cannot, even under ideal circumstances, realistically expect to rely on readily accessible public transport – hence the real need for and value of local initiatives such as West Dorset and Axe Valley Ring & Ride, Helping Hands and TRIP.

The problem is partially alleviated by local taxicabs but the cost of such services is prohibitive to residents who are reliant on fixed income.

Many people have their own transport, or at least the facility to share such with friends and neighbours – others have not and are therefore vulnerable.

2.5 Demography

According to the 2011 census, on most measures, Uplyme is better off than both the average Devon resident and even more so than the average English one. There were about 1700 residents at the last count, of which over 1300 are on the electoral roll.

Uplyme's population is older than average, with almost 30% being 65 or over (compared to 17% in England as a whole). About 9½% of the population are on benefits, lower than average.

About 75% own (with/without mortgage) their houses, and of the remainder, more are in private rented accommodation than social housing. The availability of low-cost rented or owned accommodation is an ongoing problem for younger locals.

Education attainments are slightly better than average, but self-reported health slightly worse – perhaps reflecting the age profile.

2.6 Existing Amenities/Facilities

Uplyme, like similar parishes in the East Devon area, is no less or better endowed with local and regional services. However, it does pose some unique problems, such as undue reliance on one principal access route (the B3165), which is vulnerable to subsidence and thus longer-term closure.

The increasing burden on finite resources such as healthcare and nursing home care, coupled with a static and possibly diminishing working population and reliance on “self-

help” schemes highlights the vulnerability of many of our parishioners to events for which no adequate provision has been made.

2.7 The Threat

We can identify some clear emergency planning requirements which, at local level, are likely to include:

- Flash flooding – which has already happened several times since 2011.
- Prolonged or unusually severe bad weather – for example heavy snow which could bring down communication and power lines and thus effectively isolate significant outlying areas.
- Evacuation of premises adjacent to the Uplyme Filling Station in the event of a serious fire, or risk of one.

2.8 Resources

2.8.1 The Volunteer Pool

Volunteers from the parish will do their best in an emergency, as has already been ably demonstrated since the emergency team was formed. Volunteers are only as effective as the resources available to them. Essential rather than desirable resources need to be clearly identified, as listed below.

2.8.2 Emergency Accommodation for Families and Individuals

Depending on the scale of the problem and the numbers involved, immediately available, or available at short notice with the agreement of the owners, could be:

1. The Scout Hut and immediate environs at Rhode Lane
2. The Uplyme Village Hall (Defibrillator sited)
3. Uplyme School
4. Hook Farm Caravan and Camping Site
5. Empty holiday homes in the Parish (where they can be identified as such).

Realistically, accommodation for up to 200 persons could be provided.

2.8.3 Evacuation Assembly Points (EAPs)

It may not be possible for Devon County Council or East Devon District Council to provide immediate humanitarian assistance; the parish may need to establish an Evacuation Assembly Point. The aim of the EAP is to provide a facility for the public to use as a short-term refuge.

Later in an emergency where people are required to leave their homes, East Devon District Council and/or Devon County Council may set up a Rest Centre to provide temporary

shelter. The Rest Centre will have facilities for sleeping, preparing hot food/drinks and information.

The Scout Hut and Village Hall would be the first locations to be considered: see Appendix 9 for details.

2.8.4 Healthcare/Emergency Medical Provision

There are two medical practices in Lyme Regis (The Lyme Practice and Kent House). A&E provision is at the Wonford site of RD&E, Exeter, and at Dorset County Hospital. Minor injuries units are at The Lyme Practice, Axminster, Bridport, Sidmouth and Honiton local hospitals. (See Appendix 7.1.)

The Air Ambulance (or other emergency helicopters) generally land in the King George's Field for emergencies in the centre of the village. However, this is flood-prone and alternative (field) sites are also used.

There are currently community hospitals at Axminster and Seaton, but the future position is unclear at the time of writing, and no 24-hour emergency cover is provided.

There is a defibrillator sited at the road side of Uplyme Village Hall.

2.9 Key Skills and Individuals

Individual Councillors:

- | | |
|----------------------|---|
| • Cllr Andrew Turner | Co-ordination/prioritisation/liaison with Police/ Authorities.
Head of Snow Warden scheme |
| • Council Chairman | Mr Christopher James - Overall responsibility for adoption of the Plan and confirmation of activation of the Plan |

Note: The Emergency Plan Working Group appointed May 2018 comprises:

- Cllr A Turner
- Cllr C James
- Cllr P Frost
- Cllr D Ostler
- Cllr B Mason (communications)
- Cllr Pratt

2.10 Aim

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

2.11 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 Emergency Services and Local Authorities
- Provide information and assistance to the Emergency Services upon their arrival and as appropriate throughout the event.

3 Uplyme Emergency Team

The full Uplyme Emergency Team comprises Councillors and volunteers. The Councillors belong to a working group that is responsible for keeping the plan up to date. The updated plan is regularly approved by the full Council.

<i>Role</i>	<i>Name</i>	<i>Tel</i>	<i>Mobile</i>	<i>Address</i>
Coordinator	Mr Andrew Turner	01297 442599	07779 030011	Carnbrae, Woodhouse Hill, Uplyme, Lyme Regis DT7 3SL
Deputy	Mr David Ostler	01297 443599	07811 360547	Brooklands, Lyme Road, Uplyme, Lyme Regis DT7 3UY
Team Member	Mr Chris James	01297 446009	07764 192389	Ynot, 19 Barnes Meadow Uplyme, Lyme Regis DT7 3TD
Team Member	Mrs Paulene Frost	01297 445282		Ham House, Lyme Road, Uplyme, Lyme Regis DT7 3XA
Team Member	Mr Colin Pratt	01297 443346		Lyndale Venlake Lane, Uplyme Lyme Regis DT7 3SE
Emergency contact point	Mr Brian Mason	01297 445847		7 Ethelston's Close, Uplyme, Lyme Regis DT7 3UJ
Clerk	Mr Ricky Neave	07413 947 067	07426 849849	55 Shearwater Way, Seaton, EX12 2FT

3.1 The Coordinator

- Acts as a focal point for the community in the response to an emergency.
- Acts as the main contact point for District and County Councils and the emergency services, to ensure that two-way communication is maintained.
- Ensures that the appropriate authorities and individuals are notified.
- Manages the response and delegates specific roles to others on the team.

3.2 Members

All members of the Uplyme Emergency Team should:

- Reside in the community.
- Have good local knowledge.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and with the District and County Councils.
- Ensure that confidentiality is maintained where necessary.
- Maintain his/her own action log in the event of an emergency. (See page 17.)
- Make sure they have a printed copy of this Plan to hand and are familiar with its main points.

4 Incident Co-ordination

The initial incident control points (ICPs) are as follows:

1. The primary ICP and communications centre in the event of a flood will be at: **Cllr Mason's house, 7 Ethelston's Close, Uplyme**
2. There are two secondary ICPs that can be put to use depending on the nature of the emergency, namely the **Scout Hut, Rhode Lane, Uplyme** and the **Village Hall, Lyme Road, Uplyme**.
3. Emergency equipment is located at the locked shed in the compound in Uplyme Cemetery. Cllrs Turner and Ostler have keys and know the combination of the compound padlock.

Upon arrival of the emergency services, the Coordinator should make him/herself known to the emergency services and provide them with a copy of the Emergency Plan (6 of which are kept by Cllr Mason) and be available to provide local knowledge.

5 Plan Maintenance

The Uplyme Emergency Team WP should meet to discuss the community's resilience arrangements at least on a 6-monthly basis.

A full review of the plan should be carried out annually to ensure that the contact numbers are still correct.

Date of last review: see *Document History* on page 2.

6 Appendix - checklists and logs

6.1 Emergency action checklist

Action		Complete
1	Where an emergency is possible or anticipated monitor the situation and warn members of the Uplyme Emergency Team and community as appropriate. Be prepared to respond urgently.	
2	Dial 999 and ensure the emergency services are aware of the emergency and follow any advice given.	
3	Contact and inform the EDDC Emergency Centre at the Committee Room at the Knowle (01395 517528) and the Silver/Gold Command Centres if set up.	
4	Begin recording details on the Log Sheet overleaf including: <ul style="list-style-type: none"> Any decisions you have made and why. Actions taken. Who you spoke to and what you said. Including contact numbers) Any information received. 	
5	Contact other members of the Uplyme Emergency Team and members of the community that need to be alerted by agreed method. <ul style="list-style-type: none"> Households affected. The Parish Council via Cllr Mason Volunteers and key holders as appropriate. 	
6	If necessary, call a community meeting but ensure the venue is safe and people can get there safely	
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 procedure.	
8	When the emergency services attend, the coordinator should make him/her and the plan available.	

Under no circumstances should you put yourself or others at risk to fulfil these tasks.

6.2 Logging sheet

It is important to record all information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support / justify any decisions made or actions taken.

Extra copies of the sheet (on page 18) should be kept at hand to give to volunteers.

<i>Logging sheet for emergencies - Uplyme Emergency Team</i>			
<i>Date</i>	<i>Time</i>	<i>Information / Decision / Action</i>	<i>Initials</i>

7 Appendix - key contacts

7.1 Key contacts list: external organisations

<i>Category</i>	<i>Service / name</i>	<i>Telephone</i>
Local authorities	Uplyme Parish Council (Cllr Mason)	01297 445847
	EDDC emergency response	01395 517528
	Out of hours	01395 578237
	Devon CC Highways emergency	0845 155 1004
	Lyme Regis Town Council	01297 445175
Medical	Lyme Regis Medical Centre Minor Injury Unit opening times: 8am-8pm weekdays, 8am-1pm weekends/bank holidays	01297 445777
	Kent House Surgery	01297 443399
	NHS helpline (non-emergency)	111
	Sidmouth MIU, All Saints Road, Sidmouth, EX10 8EW Minor Injury Unit opening times: 10am – 6pm	01395 512482
	Honiton MIU, Marlpits Road, Honiton, EX14 2DE Minor Injury Unit opening times 8am – 10pm	01404 540540
	Bridport Community Hospital MIU, Hospital Lane, Bridport, DT6 5DR 1st November to 31st March 9am - 6pm 1st April to 31st October 9am - 8pm	01308 426245
	Royal Devon and Exeter Hospital A&E, Wonford site, EX2 5DW	01392 411611
	Dorset County Hospital A&E, Williams Ave, Dorchester, DT1 2JY	01305 255541
Schools	Mrs Ethelston's, Uplyme	01297 442210
	Woodroffe, Lyme Regis	01297 442232
	St Michaels, Lyme Regis	01297 442623
	Colyton Grammar	01297 552327
	Axe Valley Community College, Axminster	01297 32146

<i>Category</i>	<i>Service / name</i>	<i>Telephone</i>
Environment	Environment Agency Floodline	0345 988 1188
	Environment Agency pollution hotline	0800 80 70 60
	EDDC Environmental Health	01395 517456
Utilities	Gas emergency hotline	0800 111999
	Electricity emergency hotline	0845 6012989
	Water emergency hotline (non-domestic)	0800 230 0561
Emergency services	Police Emergency	999
	Non Emergency	101
	Fire and Rescue Service Emergency Office	999 01392 872 200
	Ambulance Service Emergency General	999 01392 261621
	HM Coastguard Emergency General/Administration	999 020 381 72630
	British Red Cross Taunton Office http://www.redcross.org.uk Emergency Plan Officer (Blankets, hot drinks, soup, mattresses)	0845 331 500 (01823) 273722
	Key holders for KG field gates (air ambulance) Mr David Gear Mr James Booth Mr David Jones Mr John Fowler	Confidential Confidential Confidential Confidential
Local Media	BBC Radio Devon Newsdesk	01752 234 511
	Exeter Office	01392 215 651
	Heart Exeter	01392 444 444
	Radio Exe	01392 829 173
Facebook (requires login)	https://www.facebook.com/groups/538590859496644/ or look for "Uplyme Village Noticeboard"	

7.2 Key contacts: Uplyme Parish Council

7.2.1 Oversight

- Parish Council Chairman - Mr Christopher James. Agree oversight of plan.
- Cllr Andrew Turner. Organise and delegate

7.2.2 Working Group

Members

- Cllr Andrew Turner (Co-ordinator, snow warden, police liaison, flood WP)
- Cllr David Ostler (Deputy, practical assistance with machinery etc.)
- Cllr Christopher James (emergency services)
- Cllr Brian Mason (emergency contact point/communications)
- Cllr Christopher James (Paramedic recruitment/liaison co-ordinator)
- Cllr Paulene Frost (emergency accommodation survey, distribution of empty sand bags)
- Volunteers including John Fowler (deputy snow warden)

7.2.3 Contact details

<i>Name</i>	<i>Telephone</i>	<i>Details</i>
<i>Emergency Team</i>		
Cllr Andrew Turner	07779 030011	Co-ordinator
Cllr Paulene Frost	01297 445282	Emergency accommodation
Cllr David Ostler	01297 443599	Deputy
Cllr Chris James	01297 446009	Emergency services
Cllr Brian Mason	01297 445847	Communications
Cllr Colin Pratt	01297 443346	Medical/healthcare
<i>Volunteers</i>		
John Fowler	Confidential	Snow Warden
Ben Buller	Confidential	General support
Nick Collier	Confidential	Farmer
Dave Foxwell	Confidential	Snow support
Talbot Arms	01297 443136	Accommodation
Ian Hall	07917 416021	County Councillor / highways

<i>Name</i>	<i>Telephone</i>	<i>Details</i>
Vacancy until 16/04/18	07970 116575	Highways
Andy & Jack	Confidential	General help
Richard	Confidential	4x4
Chris	Confidential	4x4
George Aplin	Confidential	4x4
Dr David Clayton	Confidential	4x4
Shane Currall	Confidential	Tractor, 4x4 etc.
Gary Wellman	Confidential	Tractor, 4x4 etc.
James Booth	Confidential	Digger, dumper
Mark Mostyn	Confidential	General help
John Trelease (Colyton)	Confidential	General help

7.2.4 Responsibilities of Working Group Members

Cllr Turner

To update the plan in line with available facilities and resources, (e.g. abilities/expertise of the Working Group members, taking into account their particular fields of expertise and skills).

Cllr James

To draw up a list of current emergency services which, realistically, would be willing/ able to respond within:

- ½ hour
- 1 hour
- 2/4 hours
- 24 hours

(Depending on the type and scale of the emergency)

Cllr Paulene Frost

- To oversee emergency accommodation availability
- Distribution of empty sand bags throughout the Parish and monitor ongoing requirement of sandbags
- To provide a detailed list of emergency accommodation and contact numbers and scale of that accommodation.

Cllr James

To act as understudy to Cllr Turner – by so doing there will be “strength-in-depth” and less reliance placed on one individual.

To act as coordinator/record keeper for all self-help aspects of the EP:

- Snow Warden Team
- 4x4 vehicles
- Tractors
- Paramedics/doctors/GPs
- Emergency accommodation (e.g. Scout Hut, Hook Farm, Talbot Inn)

To oversee and liaise with Cllr Frost and Cllr Turner in respect of sandbag provision/emergency accommodation.

Cllr Pratt

- To liaise with paramedics.
- To provide a list of those paramedics who are willing to assist in an emergency. That list to form part of the Master Document.
- To liaise with Cllr James in the compilation of his overall list.

Cllr David Ostler

- Deputy co-ordinator
- Practical help with machinery.

8 Appendix - risk assessments

The Council has emergency equipment to cope with flooding and snow, as well as general items like hi-vis tabards.

8.1 Snowfall

In the case of snowfall which disrupts travel, we have supplies of salt for use on highways in the parish, a towable gritter and a tractor operated salt spreader and plough.

Also we have a team trained by our Snow Warden Cllr Andrew Turner, which will grit the public highways where necessary. We have a plan of the parish with priority and second priority routes to be gritted. The equipment can and will only be used by trained personnel covered under the Devon County Council insurance scheme. For all requests please contact Cllr Turner in the first instance. In the event that Cllr Turner is co-ordinating an Emergency Plan from the Village Hall or other base Mr John Fowler will take over this responsibility.

8.2 Risk table

<i>Risk / hazard</i>	<i>Possible actions</i>
Sustained cold period	Uplyme Emergency Team to meet and <ul style="list-style-type: none"> Consider phone call “cascade” and check of vulnerable persons; this may have to be completed by runners. Trained volunteers will be called out as necessary. Advise community to be self sufficient in the provision of salt (press, web site, Facebook, etc.)
Heavy snow forecast	Uplyme Emergency Team to discuss situation <ul style="list-style-type: none"> Consider whether to prepare the ICPs Advise the community to obtain salt Consider activating Snow Wardens for salt spreading if appropriate Consider cascade to, and check of vulnerable persons; this may have to be completed by runners
Heavy snow - not forecast	Uplyme Emergency Team to establish contact and discuss <ul style="list-style-type: none"> Activation of Snow Wardens Cascade to, and check of vulnerable persons; this may have to be completed by runners Consult and activate appropriate Community Resources – Appendix 9
High winds forecast	<ul style="list-style-type: none"> Consider cascade systems to inform those most at risk Possible use of Village Hall for those delayed/evacuated

<i>Risk / hazard</i>	<i>Possible actions</i>
High winds - not forecast	<p>If felled trees causing damage and disruption:</p> <ul style="list-style-type: none"> • Consider cascade to, and check of vulnerable persons, this may have to be completed by runners • Identify blocked roads and communicate to EDDC (see Appendix 7.1) • Identify areas and extent of damage, consider the provision of shelter (see Appendix 9) <p>If DCC unable to assist in clearing roads</p> <ul style="list-style-type: none"> • Identify roads requiring immediate clearance and clear • Uplyme Emergency Team to refer to Appendix 11.3.3
Incident on A35, A3052, B3165	<p>Primary responsibility: Emergency Services, rapid deployment</p> <ul style="list-style-type: none"> • Consider cascade systems to inform those most at risk • Possible use of shelter for those delayed/evacuated from homes/cars (see Appendix 9)
Loss of communications	Several communications routes are available, with the walkie talkie being the most resilient. Depending on what is not working, the Uplyme Emergency Team may need to improvise.
Sustained loss of power	<p>Uplyme Emergency Team to meet and</p> <ul style="list-style-type: none"> • Identify areas affected • Consider cascade to, and check of vulnerable persons, this may have to be completed by runners • If residents require temporary shelter advise to shelter with relatives/friends or consider opening EAP
Loss of mains water	<p>Uplyme Emergency Team to meet and</p> <ul style="list-style-type: none"> • Identify areas affected • Consider cascade to, and check of vulnerable persons, this may have to be completed by runners • Uplyme Emergency Team to reference Appendix 9 for appropriate resources
Flooding	See Appendix 11

9 Appendix - Community Resources

<i>Resource</i>	<i>Contact / key holder</i>	<i>Telephone number</i>	<i>Additional information</i>
Short term accommodation			
Scout Hut Rhode Lane, Uplyme	John and Paula Wyon Brown <i>Confidential (Gate code)</i>	01297 678351 <i>Confidential (Hut code)</i>	Accommodation for approximately 40 persons. Seating, showers, kitchen, heating, WCs. Mattresses
Village Hall, Lyme Road, Uplyme, DT7 3UY	Claire McCarthy Cllr Kidson Cllr James Chairman UPC Clerk	07847 676871 01297 445618 01297 446009 07413 947067	Seating for 150 persons. Kitchen, WCs and heating
Longer term accommodation			
Talbot Inn, Lyme Road, Uplyme	Steve and Wendy Gardner	01297 443136	4 x double rooms, 1 x twin room; each room can accommodate a camp bed or cot, depending on time of year

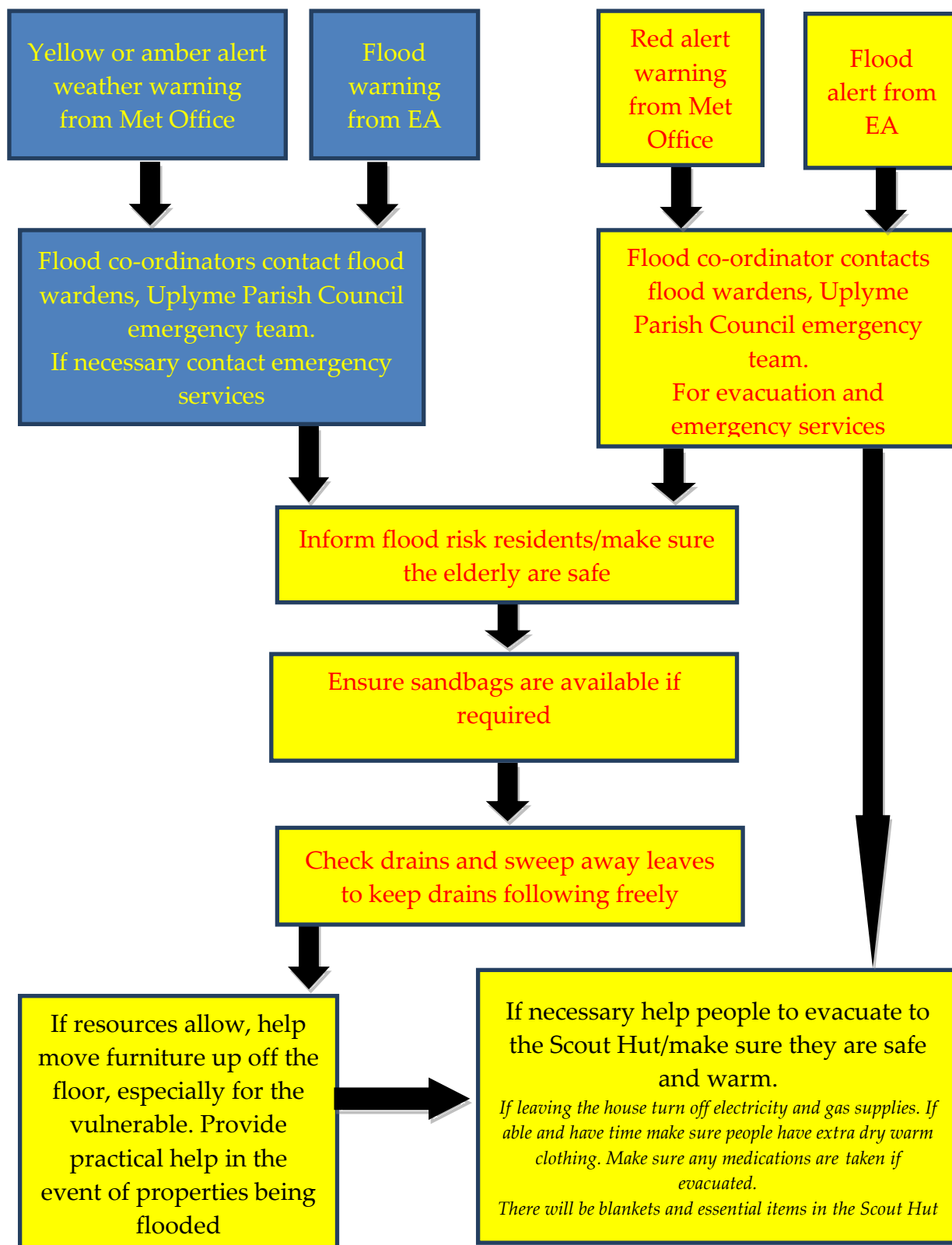
10 Appendix - Communications

Depending on the nature of the emergency, some or all of the means listed below may need to be considered.

<i>Method</i>	<i>Location</i>	<i>Contact / Responsibility</i>
Noticeboard	Village Hall	Clerk; Chairman has second allen key.
Ring round		There is a “tree” of people to ring, starting out with Cllr Turner, who rings his deputy first. Each person then rings two others, depending on who is needed in the emergency. (Called the “cascade” elsewhere.)
Walkie Talkie	Cllr Turner’s and Mason’s houses	Cllrs Mason and Turner will use these as necessary. Both have responsibility to keep the handsets charged.
Checking on vulnerable residents		This is a case of using common sense! Neighbours should take some responsibility at least.
Facebook	See page 20	Clerk and Cllr Frost; will need to be contacted by phone and asked to post info. Some volunteers will probably also be members of the Uplyme Noticeboard Group and could help.
Meeting	Scout Hut unless flooded, otherwise Village Hall	See Appendix 9

11 Appendix - Community Flood Plan

Flowchart for flood wardens in event of a flood:

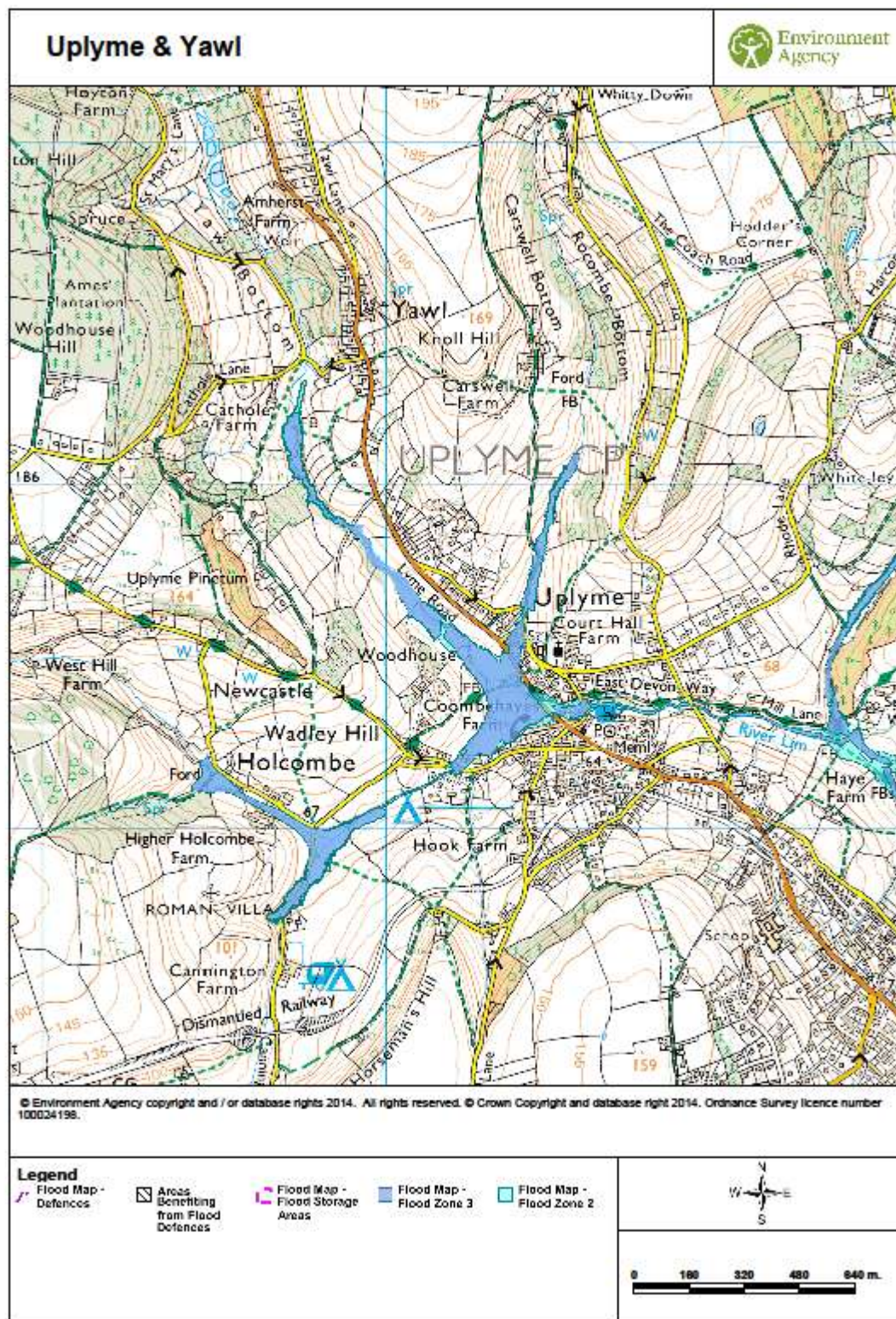


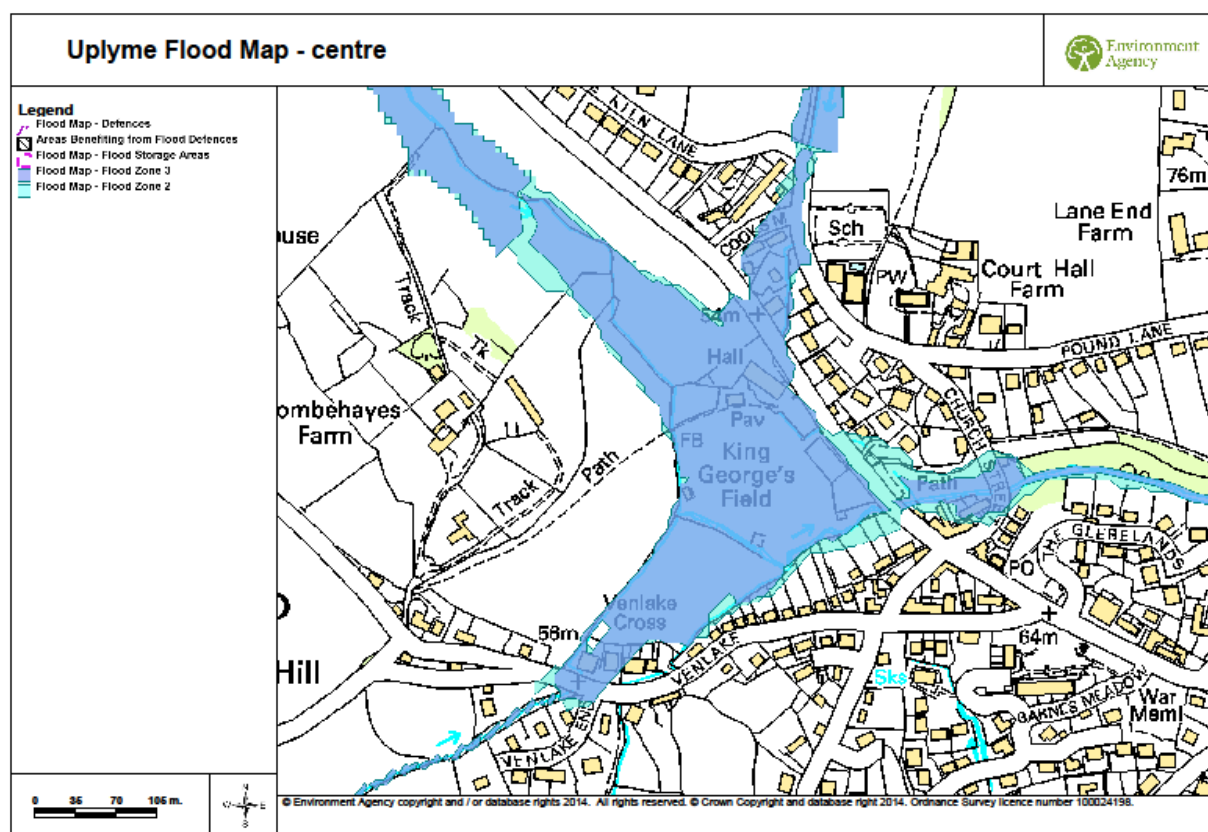
11.1.1 Locations at risk of flooding

<i>Area</i>	<i>Location at risk</i>	<i>Source of flooding</i>	<i>Flow route</i>
Area 1	Cooks Mead	Carswell stream	From Carswell, under the end of Lime Kiln Lane, past the end of the garages and onto the road.
Area 2	B3165 near Village Hall	Stream by Village Hall	From the village hall car park, past the tennis courts and into the river Lym just above the bridge
Area 3	Venlake End	Stream outside Venlake Meadow	Starting by the hill in Gore Lane, crossing Cuckoo Lane, running down by Venlake End, past Venlake Meadow down to the river through the football and playing fields
Area 4	Cuckoo Lane	Stream running under the road by "Tan y Bryn"	As above
Area 5	Church St	River Lim	From the bridge over the B3106 along the edge of Hackers Mead and over the road into the Glen.

11.2 Appendix - maps

Areas at risk of flooding provided courtesy of the Environment Agency.





11.3 Actions

11.3.1 Actions to be taken before a flood

Emergency team to make sure that some of the heavy duty sandbags are filled with sand and kept in the shed. Clerk can be asked to get more sand delivered – Cllr Ostler may need to assist in moving it to the compound.

Members of the team need to know who has the shed keys and the combination.

11.3.2 Actions to be taken during a flood

Locations in Uplyme are all subject to flash flooding and there is unlikely to be a trigger other than calls from the public saying the water is rising. However, some team members are registered with the pilot EA scheme for heavy rain alerts.

<i>Area</i>	<i>Location at risk</i>	<i>Local action</i>	<i>Equipment required</i>
Area 1	Cooks Mead	Clearing drains, making sure flood boards in place, deploying sandbags. Checking that vulnerable elderly residents are OK.	Hand tools, digger
Area 2	B3165 near Village Hall	Clearing obstructions in stream, diverting water from main road (Drainage works currently in progress)	Hand tools, digger
Area 3	Venlake End	Clearing obstructions in stream	Hand tools, digger
Area 4	Cuckoo Lane	Because the culvert is so undersized, action is difficult. Some residents have their own flood boards. (Note: Responsibility of Landowner)	Hand tools
Area 5	Church St	Clearing any drains or obstructions upstream in the river if safe to do so.	Hand tools

Whilst team members will do their best to help residents, their first priority is flood prevention/alleviation, and they will not be able to help with moving furniture upstairs etc.

11.3.3 Local volunteers/flood wardens

Volunteers should register themselves with Environment Agency's Floodline Warnings Direct service so they receive the flood warnings. Some are also registered with the pilot flash flood alert service.

The Clerk will disseminate email bulletins from EDDC emergency services.

Volunteers must not put their own lives at risk.

<i>Name</i>	<i>Telephone</i>	<i>Resources</i>
Cllr Andrew Turner	07779 030011	Flood volunteer, 4x4 vehicle, empty sandbags, JCB Digger and off-road motorcycles, tractor
Cllr Paulene Frost	01297 445282	Flood volunteer, empty sandbags
Cllr David Ostler	01297 443599	Flood volunteer, digger and dumper
Cllr Chris James	01297 446009	Flood volunteer
Mr John Fowler	Confidential	Flood volunteer
Cllr Colin Pratt	01297 443346	4-man dinghy, empty sandbags and some sand
Mr Paul Bright	Confidential	Tractor, sand store
Mr Nick Collier	Confidential	Tractor, sand store

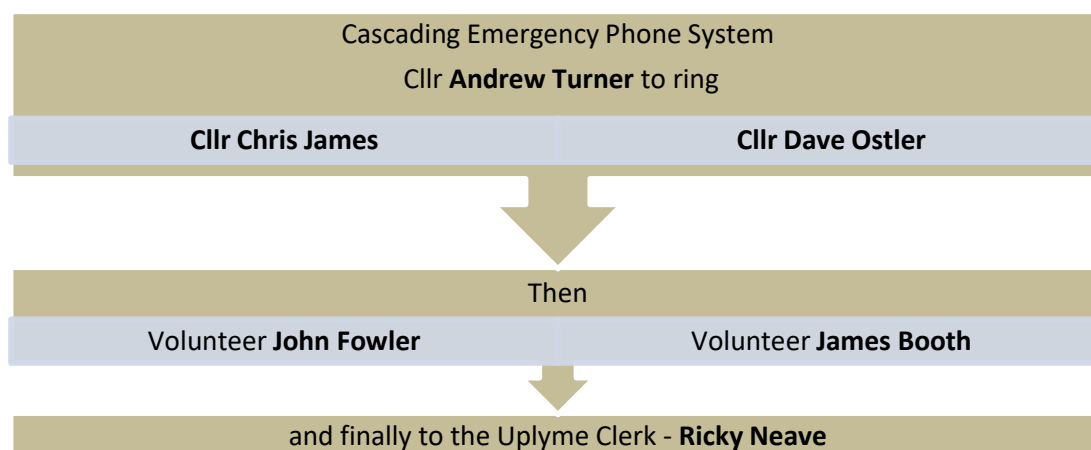
Sandbags are held by Cllr Pratt. These are **not** filled because, due to their vulnerability to UV, they deteriorate beyond use within 4 months, but we have supplies of sand, kindly donated by Mr Nick Collier. Cllr Pratt holds a limited supply of sand, and there is some stored in the cemetery compound.

11.3.4 Other important telephone numbers

See appendix 7.1 for a full list.

Red Cross will help but depending on the emergency, resources may be stretched – i.e. national or county emergency.

Lyme Regis first responders and paramedics would be out to help at first 999 call.



12 Definitions

Environment Agency Flood warning levels:

- *Severe Flood Warning*: Severe flooding. Danger to life
- *Flood Warning*: Flooding is expected. Immediate action required
- *Flood alert*: Flooding is possible. Be prepared

Met office warnings of bad weather (wind, rain, snow, ice fog):

- *Yellow*: be aware
- *Amber*: be prepared
- *Red*: take action

Multi-agency response to a major incident is via a set command and control structure. Partners will generally include police, fire, ambulance and EA, councils etc, plus specialists as needed (coastguard, search and rescue, animal health, etc.)

- *Gold Command* (Strategic) (usually at Middlemoor Police HQ in Exeter)
- *Silver Command* (Tactical) set up where needed: incident control point taking direction from Gold Command
- *Bronze Command* (Operational) set up at the incident to assist on site, taking direction from Silver Command.

13 Appendix - Plan Distribution

A version of the plan without personal details is available on the web site and anyone can download a copy.

Restricted

This is the full version of the plan and is only to be distributed to the following list, with the clear proviso that it contains confidential information and is only to be circulated/printed on that basis.

<i>Organisation</i>	<i>Contact details</i>	<i>Number issued</i>
Uplyme Parish Council	See web site	10 – one to each Councillor
Uplyme Parish Council		6 to ICP
EDDC Streetscene Manager	Andrew Hancock ahancock@eastdevon.gov.uk	By email
DCC County Emergency Planning Service	Dominic Maxwell-Batten dom.maxwell-batten@devon.gov.uk	By email
EA Resilience	Nick Reed nickp.reed@environment-agency.gov.uk	By email
Lyme Regis Town Council	Mark Green deputyTC@lymeregistowncouncil.gov.uk	By email
Lyme Fire Station	Hill Road, Lyme Regis DT7 3PG 01305 252600	Via Cllr Turner
Axminster Fire Station	Lyme Close, Axminster, EX13 5BB 999	Via Cllr Turner
Axminster Police Station	Lyme Close, Axminster EX13 5BA 101 / 999	Via Cllr Turner

This unrestricted version of the plan contains some confidential information and is only to be circulated/printed on that basis.

Once finished with, printed copies must be treated as confidential waste and shredded, and both paper and electronic copies must be kept SECURELY.