



# CULLOMPTON COMMUNITY EMERGENCY PLAN

This plan covers the Cullompton area from St Andrew's Hill in the West to Stoneyford in the East, Bradninch Hill in the South and Hayne Barton to the North.

*All contacts in **RED** are confidential and, as such, are redacted in all copies of the Emergency Plan that are distributed in the public domain and certain other organisations.*

Date of Adoption: July 2016  
Reviewed: April 2020  
Next Review Date: May 2021

Issue Number: v5

Written by: Cullompton Town Council  
Contact: Steve Reardon (Assistant Town Clerk)  
[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)  
01884 38249

## CONTENTS

Introduction .....	3
Aims and Objectives.....	3
Types of Emergency .....	4
Activation Procedure and Escalation .....	4
Community Emergency Response Team (CERT) .....	4
Communications .....	6
Incident Co-ordination and Evacuation Assembly Points .....	6
Helicopter Landing Sites .....	6
Vulnerable People.....	7
Plan Distribution .....	7
List of Appendices .....	7
KEY CONTACT LIST.....	8
Emergency Services, Agencies and Local Authorities .....	8
Cullompton Town Council Contacts.....	8
Vulnerable Groups .....	8
Childcare Providers: .....	9
Medical Personnel .....	9
YOUR OWN EMERGENCY PLAN – SELF RELIANCE.....	10
Emergency Box.....	11
DESCRIPTION OF LIKELY EMERGENCIES AND POTENTIAL CONSEQUENCES .....	12
COMMUNICATION PLAN.....	14
COMMUNITY RESOURCES.....	15
COMMUNITY MAPCullompton Fluvial (defined as “of a river”) Flood Risk Map.....	16
Cullompton Emergency Plan Key Locations.....	17
.....	<b>Error! Bookmark not defined.</b>
COMMUNITY FLOOD PLAN (in partnership with the Environment Agency) .....	18
INSTRUCTIONS FOR THE OPERATION OF THE EVACUATION POINT .....	22
ACTION CHECK LIST AND LOG SHEET .....	23
EVACUATION CENTRE LOG SHEET .....	25

## **Introduction**

1. An emergency or major incident is any event or circumstance that happens with or without warning. It can cause or threaten to cause:
  - a. Death or injury.
  - b. Disruption to the community.
  - c. Damage to property or environment.
  - d. Effects on such a scale that they cannot routinely be dealt with by the Emergency Services, local authorities or other organisations as part of their day-to-day activities.
2. Although there is no statutory responsibility for communities to plan for or respond to emergencies, it is good practice to identify potential hazards and make simple plans on how the community can respond to such emergencies.
3. The plan has been developed to provide resilience for Cullompton in the early stages of an emergency. A team has been formed to activate this plan and to provide assistance to the Emergency Services and other authorities as is required prior to, during and after an emergency situation.
4. The plan will be reviewed annually at a meeting of the Community Wellbeing Committee.

## **Aims and Objectives**

5. The aim of this plan is to increase resilience within the community through developing a robust and co-ordinated approach that compliments the plans of responding agencies. These plans are as follows:
  - a. The Devon, Cornwall and Isles of Scilly LRF Multi Agency Flood Plan (Owner: Devon County Council).
  - b. Cullompton Multi Agency High Risk Flood Response Plan (Owner: Devon County Council).
  - c. Mid Devon District Council Emergency Response Plan.
6. The objectives of the plan are as follows:
  - a. Identify the risks most likely to impact the community.
  - b. Identify relevant steps to mitigate and respond to emergency situations including warning the community as required.
  - c. Identify vulnerable people and groups within the community.

- d. Identify community resources available to assist during an emergency.
- e. Provide key contact details.
- f. Provide information and assistance to the Emergency Services upon their arrival and as appropriate thereafter.

## **Types of Emergency**

7. Types of emergency that may affect the community are as follows:
  - a. Flooding. Approximately 530 properties are at risk of flooding from the River Culm, Cole Brook, Crow Green Stream, River Ken and Spratford Stream.
  - b. Road traffic, rail and aircraft accidents. Cullompton becomes the main diversion route in the event that the M5 motorway is closed between Junctions 27 and 29. In addition, it is a military air corridor and lies close to the main railway line into and out of the South West of England.
  - c. Snow. Although rare, Cullompton does suffer from significant snow fall on occasion and there are several areas, such as St Andrew's Hill and Exeter Hill/Cockpit Hill, that require salt and grit applied as a matter of urgency.
  - d. Fire. There are a number of buildings in Cullompton that are roofed in thatch and this presents a significant fire hazard.
  - e. Clearly, this list is not exhaustive and other incidents could include acts of terrorism, hazardous substance release (either as vapour or into the water courses) or disease.

## **Activation Procedure and Escalation**

8. The Town Clerk (or Assistant Town Clerk in the absence of the Town Clerk) will be responsible for activation of the Emergency Plan following consultation with the Chairman of the Council. Although the council lacks the resource to deal with all aspects of an emergency situation, it can provide shelter for evacuees and a command and communication hub for the Emergency Services and Agency co-ordinators. In addition, it can provide details of vulnerable groups and a list of community resources that may be available to help mitigate the effects of an emergency. Limited flood and snow mitigation equipment is available and will be used by council staff at the discretion of the council.

## **Community Emergency Response Team (CERT)**

9. The CERT will comprise of the Town Clerk (as Co-ordinator) with current members of the Community Wellbeing Committee as members. On activation of the Emergency Plan by the Co-ordinator and council Chairman, all members of the CERT will be

contacted via the telephone cascade and required to make their way to the Town Hall. Contact details for the CERT are as follows:

<b>Role</b>	<b>Name</b>	<b>Contact Telephone</b>	<b>Address</b>
Co-ordinator	Dan Ledger	07745 525166	
Deputy	Vacancy	07745 525178	
Assistant	Steve Reardon		
Outside Co-ord	Paul Gummer	07745 525180	

The role of the CERT Co-ordinator is to:

- a. Co-ordinate the community response to an emergency.
- b. Ensure that the plan is regularly reviewed and updated.
- c. Report annually, at the Annual Parish Meeting, detailing whether or not the plan has been activated and what, if any, lessons were learned.
- d. Act as a focal point for the community in response to an emergency.
- e. Act as the main point of contact for District and County Councillors and officers and the Emergency Services to ensure that communication is maintained.
- f. Ensure that the appropriate authorities and individuals are notified of the emergency.
- g. Delegate specific roles to others as required.
- h. Allocate resources as required. For the purposes of each specific emergency, the Co-ordinator is delegated to spend up to £1000 on items directly related to the on-going emergency without further permission from the council in accordance with Financial Regulations.

10. All members of CERT should:

- a. Reside in the community and have good local knowledge.
- b. Be able to engage the support of the community and speak on behalf of the community.
- c. Ensure that the vulnerable are provided for ensuring that matters of confidentiality are maintained throughout.
- d. Ensure that communications are maintained within the community.
- e. Maintain a “grab bag” containing a copy of this plan and any appropriate clothing (including hi-visibility top layers) and/or equipment that may be required. The council maintains a limited supply of such equipment that can be issued if required.

- f. Have a sufficient depth of knowledge of the plan to assume the role of Co-ordinator if required.

## **Communications**

- 11. The Town Hall has three voice telephone lines and a broadband internet connection and these should be used as the primary means of communication. CERT members in the community should carry mobile telephones.
- 12. Website and social media sites updates will be arranged by the CERT Co-ordinator and will be regularly updated with news and progress reports. These will be primary methods of communication with the community.
- 13. **Media Relations.** All approaches from the media, including television, radio and print media, are to be directed to the Co-ordinator or Chairman in the first instance. Under no circumstances are council members, employees or volunteers to offer a statement to the media.

## **Incident Co-ordination and Evacuation Assembly Points**

- 14. The Town Hall (NGR 302064 107364) will be the primary control point for all incidents and the primary evacuation point. The Emergency Services, when called, will be told that the Town Hall will be the primary control point and the CERT Co-ordinator is to ensure that contact is established with the Emergency Services on their arrival. Alternative evacuation points can be established, if required, as follows:
  - a. The Culm Valley Sports Centre, Meadow Lane, EX15 1LL (NGR 302188 106700).
  - b. Padbrook Park Golf and Country Club, EX15 1RU (NGR 301721 106392).

## **Helicopter Landing Sites**

- 15. Two Helicopter Landing Sites have been identified as follows:
  - a. HLS1 – The astroturf sports pitches behind the Culm Valley Sports Centre (NGR 302172 106788).
  - b. HLS2 – Cullompton Rugby Club (NGR 301159 106954). The Rugby Club is a registered landing site for the Devon Air Ambulance Trust who have remote control of flood lighting if necessary.

Each of these sites are suitable in all but the most inclement of weather although it should be stressed that the final decision on if and where an aircraft lands, either at these sites or another unlisted location, will rest with the operator of that aircraft.

## Vulnerable People

There are several areas of Cullompton that have a significant proportion of vulnerable residents who may have additional needs when evacuating.

Identification of vulnerable people is based on local knowledge. There is not a central list of individuals but a list of partners and contact numbers that can be used to gather relevant information in the event of an emergency.

*Requests for lists of vulnerable people, including adults and childcare settings, should be directed through Silver Control or, if this has not been activated, through the Devon County Council Emergency Planning Service Unit Duty Officer.*

**Note:** A list of additional sensitive locations may be held by the Police e.g. Womens' refuges.

## Plan Distribution

16. This plan has been distributed to the following Agencies:

- Environment Agency.
- Police (Middlemoor and Cullompton).
- Devon Fire and Rescue Service (Clyst St George and Cullompton).
- Devon County Council and Mid Devon District Council.
- Culm Valley Integrated Centre for Health (Redacted Copy).
- Culm Valley Sports Centre (Redacted Copy).
- Padbrook Park Golf and Country Club (Redacted Copy).
- The "Resilience Portal" (Redacted Copy).

## List of Appendices

Appendix A – Key contact list.

Appendix B – Your own Emergency Plan – Self Reliance.

Appendix C – Description of likely emergencies and potential consequences.

Appendix D – Communication Plan.

Appendix E – Community Resources.

Appendix F – Community Maps.

Appendix G – Community Flood Plan.

Appendix H – Instruction for the operation of the Evacuation Point.

Appendix I – Action Check List and Log Sheet.

Appendix J – Evacuation Centre Log Sheet.

## KEY CONTACT LIST

### Emergency Services, Agencies and Local Authorities

Police, Fire and Rescue, Ambulance	999 or 101	24 Hours
Tiverton Hospital	01884 235400	
Mid Devon District Council	01884 255255	
District Emergency Planning Officer	01392 265904	
District Emergency Centre (when open)	01884 255334	
South West Electricity Board (24 hour)	0800 365 900	24 Hours
British Gas (24 hour)	0800 111 999	24 Hours
South West Water (24 hour)	0800 169 1144	24 Hours
Western Power Distribution	0800 365900	24 Hours
B.T.	0800 800152	24 Hours
Environment Agency	0800 807060	24 Hours
Floodline	0845 988 1188	24 Hours
Railway Line Tiverton Parkway	08457 000 125	
Water Pumps	07811 118150	
Head of Environmental Services (MDDC)	01884 244606	

### Cullompton Town Council Contacts

Town Clerk (CERT Co-ordinator)	07970 108490
Assistant Town Clerk (Deputy CERT Co-ordinator)	07760 476629
Outside Co-ordinator	07951 228936

### Vulnerable Groups

#### Residential Care Homes:

Court House Residential Home	01884 32510
Culm Valley Care Centre	01884 33142
St Andrew's Residential Care Home	01884 32369
Forge House	01884 32818
The Woodmill	01884 836220
Sanctuary Housing Association (St Andrew's)	01884 33918
Clark's Court (via FirstPort)	0333 321 4072
Cullompton United Charities (Alms Houses)	01884 32166



**Childcare Providers:**

ABC Day Nursery	01884 38039
Cullompton Pre-School	01884 35018
Noah's Ark	01884 839590
The Young Ones	01884 35001

**Medical Personnel****Doctors Surgeries:**

Culm Valley Integrated Centre for Health (24 hours)	01884 831300
Bramblehaies Surgery	01884 33536

**Veterinary Surgery:**

The Vale Veterinary Centre	01884 32228
----------------------------	-------------

**Pharmacies:**

Boots (Culm Valley Health Centre)	01884 32468
Boots (Station Road)	01884 32279
Tesco Pharmacy	01884 369247

## YOUR OWN EMERGENCY PLAN – SELF RELIANCE

Emergencies can affect you and your community with little or no warning. Being prepared can help reduce the effect on you and your families' lives reduce the need for external help and enable you to support those most vulnerable in your community. Disruption to essential services such as water and electricity, to regional transport and communication networks and damage to property are all ways in which an emergency can affect our everyday lives.

In addition, and bearing in mind that there are some low lying areas of Cullompton that are particularly prone to flooding, you should consider registering to receive Environment Agency Flood Alerts and Flood Warnings in order that you have the required notice of expected flooding to take action before the flooding arrives. You can do so by visiting the Environment Agency website at <https://environment-agency.gov.uk/app/olr/home>. It may also be worth investigating the possibility of installing individual property measures, such as removable door barriers, for use in the event of an incidence of flooding.

If you are not directly involved in an incident but are close by or believe you may be in danger, in most cases the advice would be to **GET IN, STAY IN AND TUNE IN**.

Station	Frequency	Website
BBC Radio Devon	94.8-104.3 FM	<a href="http://www.bbc.co.uk/devon">www.bbc.co.uk/devon</a>
Heart FM Exeter	97 FM	<a href="http://www.heart.co.uk/exeter">www.heart.co.uk/exeter</a>
Mid Devon Gazette	Not applicable	<a href="http://www.devonlive.co.uk">http://www.devonlive.co.uk</a>

**The best defence is self defence!** It is likely that the Emergency Services and local authorities will have to prioritise their response and may take time to attend to your particular need in the case of a large scale incident such as the flooding experienced in November 2012 or an accident on the railway or motorway. In order to prepare for such an incident, you should take some actions to mitigate the immediate aftermath. Questions you could ask yourself include:

- If I have to be evacuated, is there somewhere I can go and who do I need to tell?
- Who will be responsible for collecting the children from school or looking after pets?

### Key Contact Numbers

Emergency Contact Numbers			
Emergency Services	999	Cullompton Town Council	01884 38249
NHS Direct	111	Devon County Council	01392 265904
Local Police Station	101	College Road Surgery	01884 831300
Mid Devon District Council	01884 255255	Children's School	
Western Power Distribution	0800 365900	South West Water	0800 169 1144
British Telecom	0800 800152	British Gas	0800 111 999
Environment Agency	0800 807060	Floodline	0845 988 1188

Additionally, you should have copies of important documents either in a safe place within your property or have electronic copies backed up to either an internet based storage facility (the “cloud”), or to a USB storage device that is kept on your keyring, in your purse or in your emergency bag. Such documents could include insurance documents, copies of your passport or driving licence and other documents that might be lost as a result of fire or flooding.

## **Emergency Box**

**Be prepared!** Assembling an emergency box will help you locate essential items quickly in an emergency. In addition, it may be worth putting together an emergency bag in case you have to evacuate at very short notice.

An emergency box could include thing like:

- A torch with spare batteries. Perhaps you may wish to purchase a few inexpensive, battery powered or wind-up, camping lanterns or have candles and a means of lighting them to hand.
- A battery powered radio and spare batteries.
- Ensure your mobile phone is charged. It may also be worth purchasing an inexpensive external battery pack to provide additional charging for mobile devices in the event of a prolonged power cut.
- A first aid kit.
- Toiletries, personal hygiene and other comfort items.
- Required medication.
- A list of useful contact numbers.
- A copy of this plan.

In addition, and in case you are unable to leave the house or there is a prolonged power cut, you might consider having to hand:

- Bottled water.
- Ready to eat food. It may be worth having a portable gas powered camping stove and spare fuel to heat food or boil water for hot drinks. However, you should operate these safely and in a well ventilated space.
- A bottle and/or tin opener.
- Warm clothes, socks or slippers and a blanket or duvet.

An emergency bag could include the things that you and your family might need for a couple of nights away. These may include:

- Warm clothing.
- Changes of clothing, underwear, socks and shoes.
- Toiletries, personal hygiene and other comfort items.
- A dressing gown and/or night clothes.
- Required medication.
- A good book and something to amuse the children!

## DESCRIPTION OF LIKELY EMERGENCIES AND POTENTIAL CONSEQUENCES

## Flooding

Likelihood	Severity	Consequence
River Culm flood plain frequently floods during periods of prolonged rainfall.	Potentially serious – majority of parish not in low-lying areas and flood defences now in place at Rivermead and Chestnut Avenue.	Disruption to transport/flooding of property in low lying areas.
Minor watercourses frequently flood during periods of prolonged rainfall.	Minor – relatively small number of properties affected.	Properties and roads adjacent to watercourses may be affected.
Surface water/run-off from fields frequent during periods of prolonged rainfall.	Minor impact on minor roads.	Properties and roads adjacent to fields may be affected.

## Transport

Likelihood	Severity	Consequence
<b>M5 Motorway – Possible</b> risk of serious road traffic accident.	Major impact particularly if large vehicles or hazardous substances are involved.	Danger to life, property and the environment. Disruption to road traffic.
<b>Minor Roads – Possible</b> risk of an accident on the Cullompton links with Tiverton and Exeter.	Major impact particularly if large vehicles or hazardous substances are involved.	Danger to life, property and the environment. Disruption to road traffic.
<b>Railway – Possible</b> risk of an accident on the Exeter to Paddington main line.	Major impact on premises and environment adjacent to the railway line.	Major disruption to rail network with possible impact on adjacent road network.
<b>Aircraft – Possible</b> risk of air accident involving flights to/from Exeter International Airport, small private aircraft and low flying military aviation assets.	Potentially catastrophic in large settlements.	Danger to life, property and the environment. Long term disruption and recovery issues.

## Industrial Activities

Likelihood	Severity	Consequence
<b>Industrial Activity (Kingsmill/ Alexandria Industrial Estates – Low</b> risk of industrial accidents, chemical spillages, explosion and fire.	Major impact in immediate area of incident, minor impact on adjacent properties.	Possible smoke/ chemical fumes likely to disperse over distance.

## Explosion and Fire

Likelihood	Severity	Consequence
<b>Natural Gas Pipelines – Low</b> risk of explosion and fire.	Major impact in immediate vicinity of incident.	Major impact to life, property and the environment in the immediate vicinity of the incident.
<b>Thatched Properties – Possible</b> risk of fire, particularly in the Winter months.	Impact on property concerned and adjacent premises.	Spread of fire. Need for temporary accommodation and re-housing.

## Environmental Conditions (Except Flooding)

Likelihood	Severity	Consequence
<b>Snow</b> – Annual light falls, occasionally heavy.	Usually minor, occasionally heavy and prolonged.	Disruption to amenities and transport network.
<b>Wind</b> – More frequent in Winter months.	Occasionally severe.	Risk of death or injury. Potential for widespread damage to property and disruption of amenities including power and communications. Emergency services stretched with increased response times.
<b>Drought</b> – Infrequent.	Major disruption of reduced services or stand pipes introduced.	Restrictions on usage, use of stand pipes. Greater impact on vulnerable groups.
<b>Severe Heat</b> – Infrequent.	Major disruption to medical services.	Medical services stretched. Greater impact on vulnerable groups.

## COMMUNICATION PLAN

The provision of accurate information and reliable communications is essential in an emergency. Methods available will differ dependent on the type of incident although the Town Hall will always be the primary incident control point where possible:

Location	Responsibility	Remarks
Town Hall	CERT Co-ordinator	2 x voice telephone lines Broadband internet connection with LAN and WiFi 5 internet connected computers
Personal Mobile Telephones	Individual users	Key numbers contained at Appendix A
Website and Social Media	Cullompton Town Council	<a href="http://www.cullomptontowncouncil.gov.uk">www.cullomptontowncouncil.gov.uk</a> <a href="https://www.facebook.com/pages/Cullompton-Town-Council/231987970150610">www.facebook.com/pages/Cullompton-Town-Council/231987970150610</a>

Information concerning things such as school closures will usually be reported on local radio stations. Individual school closures will be reported on the school's own websites:

Devon County Council	<a href="http://www.devon.gov.uk/aud-school.htm">www.devon.gov.uk/aud-school.htm</a>
Cullompton Community College	<a href="http://www.cullompton.devon.sch.uk/">www.cullompton.devon.sch.uk/</a>
St Andrew's Primary School	<a href="http://www.cullompton-standrews.devon.sch.uk/">www.cullompton-standrews.devon.sch.uk/</a>
Willowbank Primary School	<a href="http://willowbank.devon.sch.uk/">willowbank.devon.sch.uk/</a>

Further information can be found at the following web addresses:

Environment Agency Twitter Feed	<a href="https://twitter.com/envagency">twitter.com/envagency</a>
Environment Agency Facebook	<a href="https://www.facebook.com/environmentagency">www.facebook.com/environmentagency</a>
Devon County Council Twitter Feed	<a href="https://twitter.com/DevonCC">twitter.com/DevonCC</a>
Devon County Council Facebook	<a href="https://www.facebook.com/OfficialDevonCC">www.facebook.com/OfficialDevonCC</a>
Mid Devon District Council Twitter Feed	<a href="https://twitter.com/MidDevonDC">twitter.com/MidDevonDC</a>
Mid Devon District Council Facebook	<a href="https://www.facebook.com/middevon1">www.facebook.com/middevon1</a>

**COMMUNITY RESOURCES**

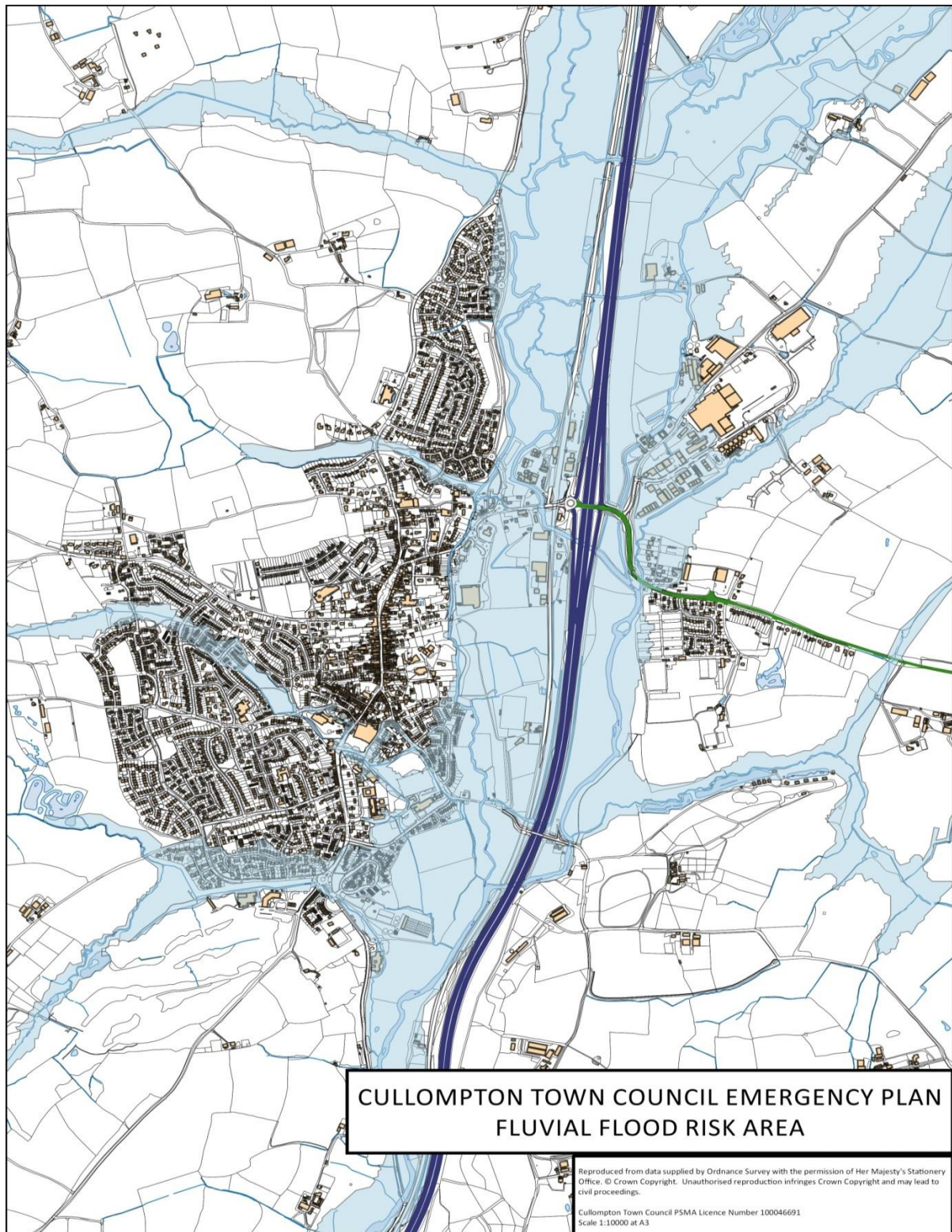
Spiritual and Welfare                      via Councillor Martin Smith (01884 32315)

Medical Centres                              via Devon Doctors (01884 831300)

Rest Centres                                  Town Hall  
    Padbrook Park Golf and Country Club  
    Culm Valley Sports Centre

Additional material that may be required, such as 4-wheel drive vehicle owners, will be requested via the website and Facebook. Outside authorities, such as the Environment Agency maintain a list of memberships for, for example, 4-wheel drive owners' clubs in the locality.

## COMMUNITY MAP

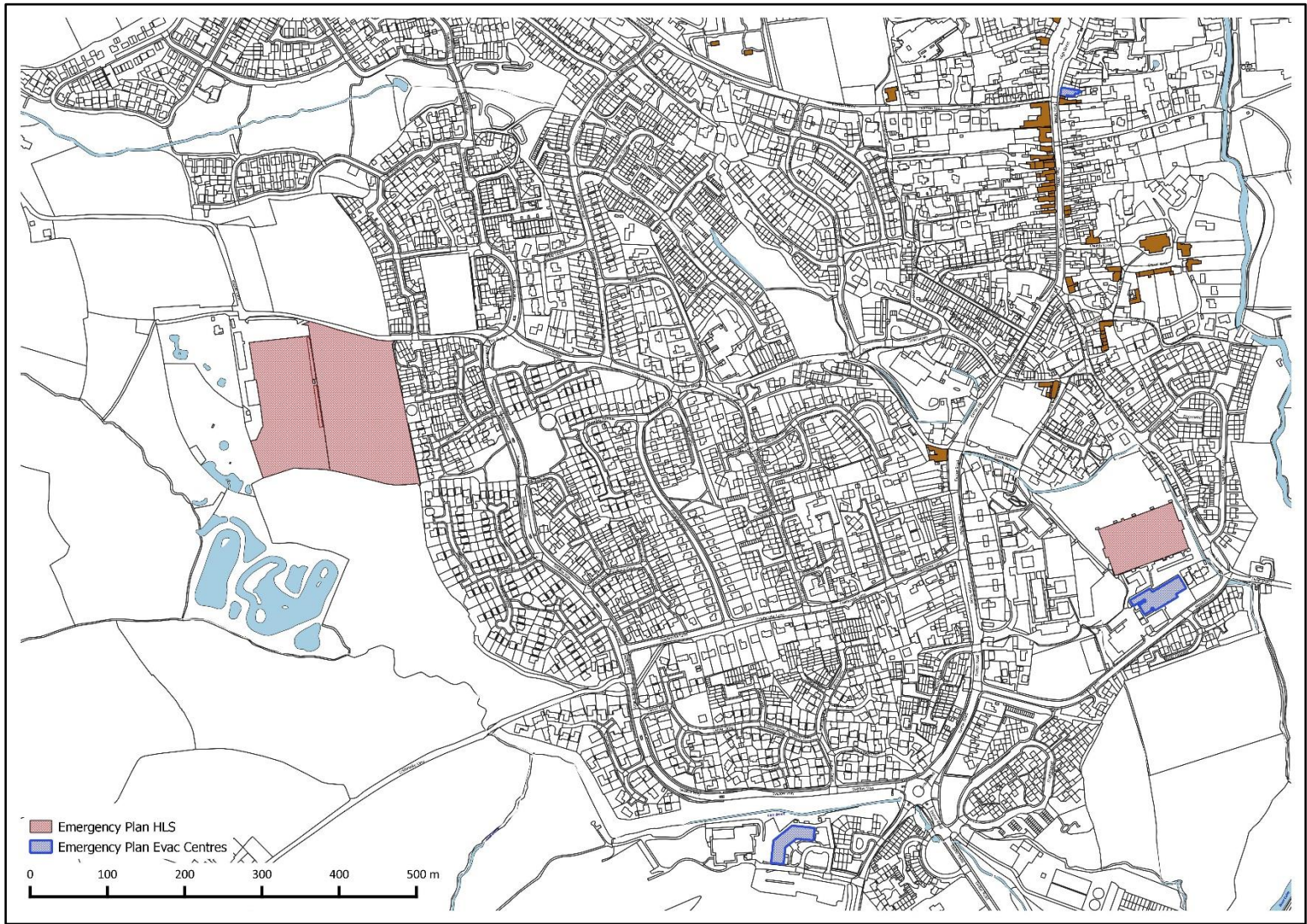


**Cullompton Fluvial (defined as “of a river”) Flood Risk Map.**

It should be noted that this map does not take account of any flood defence measures that have been constructed.



Cullompton Emergency Plan Key Locations



## COMMUNITY FLOOD PLAN (in partnership with the Environment Agency)

It is assessed that the most likely emergency to face Cullompton is an incidence of flooding. This assessment has been made by the council and the Environment Agency as Cullompton lies in the valley of the River Culm which, after periods of heavy and persistent rain, is prone to flooding to greater or lesser degrees throughout the year.

Approximately **530** properties are at risk of flooding from the River Culm, Cole Brook, Crow Green Stream, River Kenn and Splatford Stream.

Below is a list of locations in Cullompton at particular risk of flooding:

- Rivermead and Chestnut Avenue (rising water from the CCA Recreation Fields flood plain) now mitigated by a flood defence barrier.
- Duke Street (**including ABC Day Nursery**) (surface water run off).
- Brook Road (**including Cullompton Pre School**) (Crow Green stream overflow and surface water run off).
- Knightswood (rising water from CCA Recreation Fields flood plain, running water from the stream across Heyridge Meadow). A scheme to mitigate the running water from the Heyridge Meadow stream has been completed.
- Kingsmill Industrial Estate (River Culm bursting its banks).
- Alexandria Industrial Estate (River Culm bursting its banks).
- Station Road and areas adjacent (River Culm bursting its banks).

As this place on the River Culm spends a good deal of time at Flood Alert during the winter months, it would be unreasonable and impractical to have people and equipment on constant standby. However, when a Flood Alert is received, the weather forecast will be closely monitored and the Town Council will maintain a close liaison with the Environment Agency in order to try and predict if the Flood Alert status is likely to be escalated to a Flood Warning or Severe Flood Warning.

An automatic **Flood Alert** is issued by the Environment Agency when flooding is considered possible. This is when preparations should be made for flooding and the council will:

- Closely monitor the weather forecast for indications of further heavy and persistent rainfall.
- Be aware of the areas that are liable to flood.
- Ensure that the sandbag store is accessible and that sandbags and a supply of sand is available.
- Contact Flood Wardens if the weather forecast is for further heavy and persistent rainfall.
- Liaise with the Environment Agency.

A **Flood Warning** is issued by the Environment Agency when flooding is expected and immediate action is to be taken. The Environment Agency advises that as much notice as is

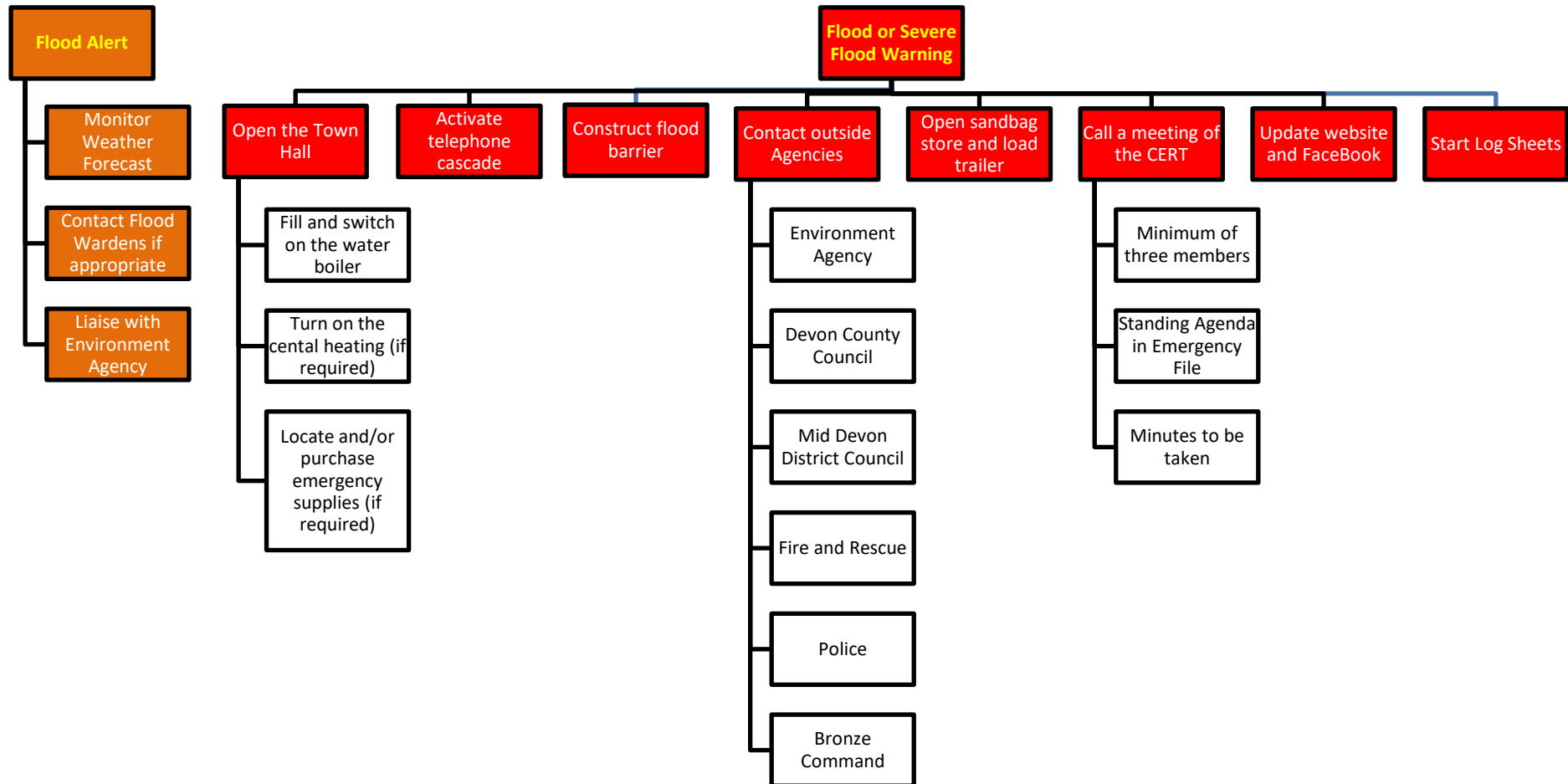
possible will be given and this notice should be at least 4 hours. They will also endeavour to issue a Flood Warning in time to erect flood defences before dusk:

- The flood barrier at Duke Street and Chestnut will be erected by town council staff and/or Flood Wardens and the junction of Chestnut Avenue and Duke Street will be closed until the Flood Warning is downgraded.
- Activate the telephone cascade.
- Outside agencies, such as the Environment Agency, Police and Fire and Rescue services will be contacted.
- Sandbag store will be opened and trailers loaded.
- CERT will meet to establish next actions including opening the evacuation point, the evacuation of those most at risk and the distribution of sandbags.
- The website and Facebook pages will be updated to inform the population of the decisions made and actions that they should be taking.

A **Severe Flood Warning** will be issued by the Environment Agency when severe flooding is expected and there is likely to be a danger to life. If not already done so:

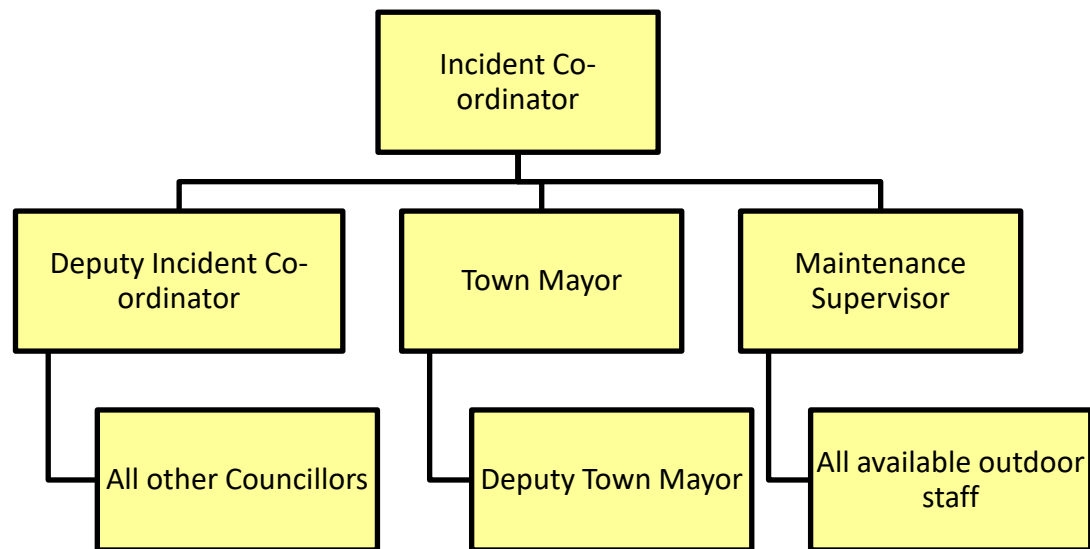
- The flood barrier at Rivermead and Chestnut will be erected by town council staff and/or Flood Wardens and the junction of Chestnut Avenue and Duke Street will be closed.
- Activate the telephone cascade.
- Outside agencies, such as the Environment Agency, Police and Fire and Rescue services will be contacted.
- Sandbag store will be opened and trailers loaded.
- CERT will meet to establish next actions including opening the evacuation point, the evacuation of those most at risk and the distribution of sandbags.
- The website and Facebook pages will be updated to inform the population of the decisions made and actions that they should be taking.

# TOWN COUNCIL ACTIONS as as result of:



# Cullompton Town Council Telephone Cascade

Up to date contact information is held by all Councillors



## **INSTRUCTIONS FOR THE OPERATION OF THE EVACUATION POINT**

In the event of a serious emergency situation, such as the flooding experienced in November 2012, it may be necessary to open the primary evacuation centre located at the Town Hall. If this is not possible, secondary evacuation centres are located at:

- The Culm Valley Sports Centre, Meadow Lane, Cullompton.
- Padbrook Park Golf and Country Club, Cullompton.

When it is deemed necessary by CERT to open the primary evacuation centre, the following actions are to be taken:

- The Town Hall will be opened by the Town Clerk, Assistant Town Clerk or Maintenance Manager.
- The telephone cascade is to be initiated in order that sufficient personnel are available to tend to those evacuated.
- The hot water boiler is to be filled and switched on.
- Emergency food supplies are to be located or, if necessary, purchased.
- An area is to be identified to provide privacy for those that need it.
- A white board and pens are made available.
- A log is to be started to record evacuees.

Where possible, evacuees will be hosted in the Town Hall with the office accommodation reserved for council and Agency staff to operate from. Chairs and tables are available for comfort and the kitchen can provide hot meals and drinks.

**ACTION CHECK LIST AND LOG SHEET**

Date	Time	Action taken by	Action taken	Signature
		Co-ord	Telephone cascade activated.	
		Co-ord/Chairman	CERT meeting convened.	
		Co-ord	Outside Agencies contacted.	
		Co-ord/Maint Sup	Flood barrier at junction of Chestnut Avenue/Duke Street erected.	
		Co-ord/Maint Sup	Contact FIDO to inform them that the flood barrier at junction of Chestnut Avenue/Duke Street has been erected.	
		Co-ord/Maint Sup	Sandbag store open/trailer loaded.	
		Co-ord	Website and social media sites updated.	

Date	Time	Action taken by	Action taken	Signature



**EVACUATION CENTRE LOG SHEET**

<b>Name</b>	<b>Address</b>	<b>Number of Children and Vulnerable Adults</b>	<b>Time In</b>	<b>Time Out</b>	<b>Remarks</b>

Name	Address	Number of Children and Vulnerable Adults	Time In	Time Out	Remarks