



TOTNES TOWN COUNCIL

EMERGENCY PLAN

December 2018

Introduction

This Plan has been developed to compliment the overall risk arrangements, help maintain critical services during and after any major disruption and promote recovery. The Council is also the most accessible tier of local government and community leader, and as such would have a key role in helping the Town deal with and recover from a major emergency. The statutory responsibility lies with Devon County Council in conjunction with various other agencies, including the emergency services and South Hams District Council. The Town Council will support the principal authorities in implementing their Major Emergency Plan and make its resources available to them.

Objectives

The prime objective for this document is to identify the resources that are available within the town to support the Emergency Services and Principal authorities. The second objective is to assist other agencies to promote the importance of local emergency planning and to identify means of disseminating relevant information to householders and businesses.

The Town Council undertakes to promote the importance of local emergency planning by a number of means and by utilising a variety of channels of communication, such as:

- publishing relevant articles on the Town Council's website and social media pages;
- attending local community events and group meetings to talk about the issue of local emergency planning;
- by encouraging the merits of **Business Continuity Planning** for individual traders and small companies;
- by providing representation at relevant meetings at both District and County level;
- by participating in any relevant local exercises.

Who to contact

In the case of an emergency the first point of contact is 999. If the emergency is related to a need for access to one of the Town Council buildings, i.e. the Civic Hall or the Guildhall then the points of contact are as follows:

1. The Mayor – postholder changes annually, contact information available on the Town Council website.
2. The Town Clerk – current postholder Catherine Marlton. **Emergency** contact information Work – 01803 862147 / 07748168273

Each member of staff will be issued with the staff handbook which has contact information for other staff. On discovering or being advised of a disaster which might affect business continuity or a major civil emergency, the member of staff will contact the Town Clerk and/or the Mayor.

The Town Clerk will:-

- Ensure all members of staff are contacted, advised of the situation and either put on standby or advised of the action required.
- Convene any necessary meetings of staff and/or Members.
- Consider staff welfare issues and take necessary action.
- Advise statutory authorities (e.g. emergency services, HSE etc) and insurance company as necessary.
- Advise the Mayor by phone where possible.
- Advise other Councillors by e-mail.

Activating emergency access to the Guildhall or Civic Hall

Access will be granted to the Guildhall or Civic Hall by the Town Clerk or Mayor in the case of an absolute emergency and assuming that a keyholder can get to the building without risk to their safety and remain on site to provide the supervision and security as required.

Defibrillators

The Town Council owns and maintains two defibrillators in the town – outside the Royal Seven Stars Hotel at the bottom of Fore Street and outside the Visitor Information Point at the Civic Hall on the Market Square. Other units are available in the town but community groups need to ensure these are registered and accredited at the following link to ensure that the caller can be signposted to the nearest working unit: <https://www.swast.nhs.uk/welcome/defibrillator-scheme/defibrillators>

Snow and Ice

The Town Council subscribes to Met Office weather updates. In the event of a red alert for snow the Town Council will:

- cancel all public meetings;
- advise staff to remain at home rather than travelling into the office;
- post updates on the website and social media with the latest advice from specialist agencies.

In the event of an amber weather warning or unexpected snowfall the Town Clerk has delegated authority to implement the above actions on a discretionary basis. Councillors and members of staff should not to take any risks to travel into the office in the event of severe weather.

If any member of the community wishes to participate in the Snow Warden Scheme please contact the Town Council on 01803 862 147. Further information on the role and responsibilities are found at the following link - <https://new.devon.gov.uk/communities/opportunities/snow-warden-scheme>

Flooding

The Environment Agency has installed new flood defences to high risk areas of the town. They have volunteers to manually open and close the gates based on alerts they send out directly.

The Town Council is subscribed to Environment Agency updates and Met Office severe weather warnings and will publish these on social media to inform the community.

Residents and business owners are encouraged to register for updates on flooding directly at the following link:

<https://www.gov.uk/sign-up-for-flood-warnings>

Alternatively you can register your details or cancel your account by calling Floodline.

Floodline

Telephone: 0345 988 1188

24-hour service

For any serious flooding, or where lives are at risk, please call the emergency services by dialling 999.

Flooding in the road that has been caused by blocked drains or gullies can be reported to Devon County Council Highways on their [website](#).

Pandemic

The Town Council subscribes to NHS and Public Health England updates and in the event of a pandemic will:

- cancel all public meetings;
- advise staff to remain at home rather than travelling into the office;
- post updates on the website and social media with the latest advice from specialist agencies.

Useful links

South Hams District Council Emergency Planning information

<https://www.southhams.gov.uk/article/4028/Emergency-Planning-and-Response->

Devon County Council Emergency Planning information

<https://new.devon.gov.uk/emergencies/>
