



## Kemhill Park Flood Group Community Resilience Plan (KPFPG CRP)

**Please note that this plan does not replace official Emergency Services support in the event of any emergency or major incident in the village.**

### Introduction

The purpose of this plan is to make our community better prepared in the event of an incident such as severe weather, flooding or any major event. Bringing together help and skills in supporting and assisting our community to prepare and recover following an event or incident is vital. This plan is intended to align with and support/be supported by the Kemnay Community Council Resilience Plan and where there is any doubt the KCC CRP will take precedence. Any request from the emergency services takes priority at all times.

All residents and volunteers must take every precaution to prevent danger and minimise risk to people, assets and the environment. It is of paramount importance that volunteers read and understand this plan so they are familiar with their role before, during and after an incident. This plan will be freely available to all who wish to review it, however, the Appendices which contain contact information will remain confidential.

### Roles and Responsibilities

The following roles and responsibilities are specific to this plan

#### KPFPG CRP CO-ORDINATOR

- Contact KPFPG Committee Members as soon as notification of an incident is received
- Nominate a KPFPG Committee Member as the KPFPG CRP Focal Point if one is not in place
- Gather at Place of Safety (see 'Meeting Points' below) and identify specific problems
- Advise residents in KCC CRP Zone 3 (Kemhill Park)
- Allocate tasks to available volunteers
- Act as a single point of contact for communication
- Relay any information required or request for volunteers to the KCC Lead Co-ordinator
- Assist Focal Points and volunteers as necessary
- Maintain an event log
- Ensure that contact details held by the Lead KCC CRP Co-ordinator are up to date
- Ensure that this plan is kept up to date.

#### KPFPG CRP FOCAL POINT

- Gather at the Forward Control Point (see 'Meeting Points' below) and identify specific problems
- Allocate tasks to available volunteers
- Liaise with the KPFPG CRP Co-ordinator to ensure all required tasks are completed and that assistance is provided to those who require it
- Check that all volunteers have adequate clothing and have not indicated any health issues which may impede certain manual tasks
- If the Emergency Services arrive then provide all known relevant information and assist as required.

#### VOLUNTEERS



- Contact the KPFGB CRP Co-ordinator and gather at the appropriate meeting point (those capable of more physically demanding tasks should gather at the Forward Control Point)
- Do not undertake any tasks that may be beyond your ability and do not put yourself or anyone else in danger
- Wear appropriate clothing and only operate equipment that you are trained and competent to use.

## Meeting Points

The primary place of safety for this area is Kemnay Academy. Should this be unavailable then the Village Hall will become the primary place of safety. Should both of these be unavailable then the Church Centre will become the primary place of safety. The overriding principle is to provide a place of safety and no-one should be turned away simply because they have not gone to the primary centre.

The KPFGB Forward Control Point shall be the bus shelter opposite Alehousewells Primary School.

## Record of Events

Appendix B is a template for an event log. This should be printed out and maintained by the KPFGB CRP Coordinator, though its completion may be delegated. This log will help to keep track of the tasks have been allocated and completed and will help with reviewing actions following the event so the plan can be improved in the future.

## Incident Response Exercise

Within 3 months of the issue of this plan there will be an initial exercise to evaluate the outcome and success of the plan following operation. A repeat exercise will then take place on an annual basis. Following each exercise or incident the plan will be reviewed and updated if required, each review should look at the following areas as a minimum:

- Communication; access to key KPFGB individuals and response times.
- Control; the effectiveness and response times in assisting with an incident thereby potentially preventing it from escalating.
- Competence; were tasks are only carried out by people who were competent to undertake these tasks.
- Co-operation; both internally within KPFGB and externally with any other bodies taking part.

## Assessment of Risk

The KPFGB CRP lists both the risks that may trigger an incident response and the risks that may be faced by volunteers. All volunteers are to read these risks and follow the guidance provided. During an incident it is possible that a task will arise that has not been risk assessed and time does not permit a written assessment to be carried out. On these occasions a dynamic risk assessment may be carried out by the person about to carry out the task - they must ask themselves, what are they doing, what could go wrong and how could they prevent it from going wrong. Remember, in the event of any emergency, the first priority is YOURSELF.

## Personal Protective Equipment (PPE)

In general terms volunteers should not be undertaking tasks where PPE is required and should be dressed appropriately for the weather conditions. To highlight the Co-ordinator and Focal Points, they should wear the provided orange high-visibility vests marked KPFGB on the back. Yellow high-



visibility vests marked KPFGB may be provided to other volunteers to highlight that they are undertaking tasks as part of this plan. Volunteers from other locations may also be wearing similar high-viz vests.

## Equipment

There are materials for sandbags stored in the container at Birley Bush and there is a pump available for use during an incident. Fuel for the pump can be obtained from the Garage by Essentials by phoning the contact number in Appendix D. Additional assets and the contact details of the owners are listed in Appendix D.

## Communication

There are four radios available for use when implementing this plan. These should be utilised by the Co-ordinator and Focal Point to maintain a line of communication with the spare radios used for additional volunteer parties as required or left on charge if the incident is likely to be prolonged so that they can be swapped out when the batteries run flat. The call signs used will be Kilo Papa Alpha, Kilo Papa Bravo, Kilo Papa Charlie, and Kilo Papa Delta. Mobile phones can also be used but should not be relied upon. Runners can be used as an effective back-up.

## Appendices

- A. Actions in the event of an incident notification
- B. Event log
- C. Volunteer contact list\*
- D. Available asset list\*
- E. Properties requiring special assistance\*
- F. KCC CRP\* (appropriate information will be available on the KCC website)

\*Appendices with an asterisk are confidential



## Appendix A: Actions in the event of an incident notification

### KPFGB CRP Co-ordinator

As soon as the KPFGB CRP Co-ordinator has been notified of a potential incident they shall attempt to contact nominated volunteers as soon as possible and allocate one of them as the KPFGB CRP Focal Point. The event log should be started as early as possible and note made of who has been successfully contacted and who has not. Once volunteers become available, they should be tasked with calling additional volunteers on the callout list as required and then informing all residents.

Following initial contact call out the KPFGB CRP Co-ordinator should make their way to the primary place of safety and wear the orange high-visibility vest. If the primary place of safety is unavailable, then they should go to the secondary place of safety (or tertiary centre if the secondary centre is also unavailable). At the place of safety they should liaise with the KPFGB Focal Point and KCC Lead Coordinator, and allocate benign tasks to the available volunteers (volunteers who are capable of more physical work should be directed to the KPFGB Focal Point).

The primary task of the KPFGB Co-ordinator is to facilitate the flow of information. In general terms, the more information that people have, the less anxious they will be about the situation.

### KPFGB Focal Point

Whoever is nominated as the KPFGB Focal Point shall gather at the KPFGB Forward Control Point and wear the orange high-visibility vest. They may then help with the deployment of the Watergate barrier, (where the risk is flooding) or carry out any other tasks as may be required.

### Volunteers

While all volunteers are appreciated, too many phone calls at an early stage in an incident are likely to overwhelm the KPFGB Co-ordinator therefore if volunteers have not already been contacted, they should gather at one of the meeting points. Volunteers capable of more physically demanding tasks should proceed to the Forward Control Point. Ideally, volunteers should provide relief for the KPFGB CRP Coordinator and KPFGB Focal Point to ensure that no-one is left doing that role for any more than 3 hours and they should endeavour to complete any tasks allocated as quickly and efficiently as safely possible.



## Appendix B: Event log

Date:		Co-ordinator	
Incident:			
Time	Event		



## Appendix C: Volunteer Contact List

Volunteers				
Name	Email	Address	Phone	Skills



Appendix D: Available asset list

Resource	Belongs to (name)	Contact number	Comments



## Appendix E: Properties requiring special assistance

Name	Address	Contact number	Comments