



## Mary Tavy Parish Council Emergency Plan

### Summary

This document outlines what actions Mary Tavy Parish Council (MTPC) should take to best support residents, whilst staying within the bounds of common sense and the law. It briefly examines what could occur and what support MTPC can offer. An action plan is outlined together with contact lists and sound self-help advice published by MTPC.

### Introduction

There is no statutory responsibility for parish councils to plan for, respond to, or recover from emergencies. However, it is good practice for communities to identify hazards and make simple plans on how they may respond when faced with an emergency.

This document does not place any formal requirement on the parish council to make emergency plans. Any participation by the parish council is purely voluntary. It should also be recognised that the parish council is not an emergency service. It is not trained, equipped, empowered or resourced to carry out the functions of an emergency service. This emergency plan is generally confined to looking after the welfare of people in the community during an emergency or helping to maintain the infrastructure. \_\_\_\_\_

## Mary Tavy Parish Council Emergency Risk Assessment

Risk Identified	Impact	What MTPC does to mitigate the risk	What MTPC will do in an emergency
<p><b>Flooding:</b></p> <p>Flooding of local roads-transport impeded</p> <p>Damage to property</p> <p>Residents cut off from leaving their properties</p> <p>Care needs not met for those in need of care at home</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Employ a Parish lengthsman to conduct an annual schedule of ditch, drain, gully, pipe and drainage feature (e.g., buddle holes) clearance to clear areas which are prone to build up of debris.</li> <li>• Report known blocked drains, gullies, pipes, ditches, watercourses and drainage features to Devon Highways (or the relevant land/property/riperian owner, as appropriate) on behalf of the community.</li> <li>• Provide advice on where and how to source sandbags.</li> <li>• Provide free sandbags, if requested, to residents whose properties are at high risk of flooding during periods of prolonged heavy rainfall (a limited supply of sandbags is available through the Parish Council’s Emergency Warden).</li> <li>• Provide a pump (this is available through the Parish Council’s Emergency Warden. It will need to be collected, it should fit in the average size car boot.)</li> <li>• Report known areas of standing water on roads that are still present 24 hours after the rain has stopped to Devon Highways.</li> <li>• Report known flooding from sewers and burst water pipes to South West Water.</li> <li>• Report known flooding from rivers to the Environment Agency.</li> <li>• Maintain up-to-date contact details on its website for the Clerk, Chairman, Emergency Warden and Parish Councillors (see page 5)</li> <li>• Lobby the local Highway Authority for improvements to the local drainage infrastructure, particularly in known problem areas.</li> <li>• Report known damage to drains, gullies, pipes, ditches, watercourses and drainage features to Devon Highways (or the relevant land/property/riparian owner, as appropriate) on behalf of the community.</li> </ul>	<ul style="list-style-type: none"> <li>• In an emergency where there is a danger to life from flooding, call 999.</li> <li>• In an emergency where there is a danger to life from flooding or risk of serious damage to property, contact Devon Highways/South West Water/the Environment Agency as appropriate after calling 999.</li> <li>• Respond to calls for help from residents as far as possible, considering the resources available, and signpost accurately.</li> <li>• Coordinate emergency accommodation requests if required.</li> </ul>
<p><b>Snow &amp; Ice:</b></p> <p>Transport impeded</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Salt minor roads and junctions around the Parish using the village gritter, which is operated by the Parish Council’s Snow Warden*</li> </ul>	<ul style="list-style-type: none"> <li>• In an emergency where there is a danger to life, call 999.</li> </ul>

<p>Increased risk of car accidents</p> <p>Residents cut off from leaving their properties (lack of access to food/fuel)</p> <p>Care needs not met for those in need of care at home</p> <p>Loss of utilities</p>		<ul style="list-style-type: none"> <li>• Ensure that an adequate amount of salt is readily available for the snow warden to use in the village gritter during the winter months.</li> <li>• Report known empty grit bins to Devon Highways on behalf of the community.</li> <li>• Report icy roads on the primary network (e.g., the A386) to Devon Highways on behalf of the community.</li> <li>• Report snow drifts on roads to Devon Highways on behalf of the community.</li> <li>• Maintain up-to-date contact details on its website for the Clerk, Chairman, Emergency Warden and Parish Councillors (see page 5).</li> </ul>	<ul style="list-style-type: none"> <li>• In an emergency where there is a danger to life, make contact with Devon Highways after calling 999.</li> <li>• Respond to calls for help from residents as far as possible, considering the resources available, and signpost accurately.</li> <li>• Coordinate emergency accommodation requests if required.</li> </ul>
<p><b>Major accident (Road, air, fire, etc):</b></p> <p>Blocked roads/risk of further collisions</p> <p>Damage to property</p>	<p>Medium</p>		<ul style="list-style-type: none"> <li>• In an emergency where there is a danger, or imminent danger, to life, call 999.</li> <li>• Coordinate emergency accommodation requests if required.</li> </ul>
<p><b>Health pandemic:</b></p> <p>Isolation/loneliness/inability to get provisions or medications</p>	<p>High</p>		<ul style="list-style-type: none"> <li>• Respond to calls for help from residents as far as possible, considering the local resources available, and signpost accurately.</li> <li>• Support local voluntary organisations that provide support to vulnerable residents as far as possible, considering the resources available.</li> </ul>

\*MTPC grits some parts of the highway in the Parish in icy/snowy weather with its small motorised salt spreader (village gritter):

Bal Lane; Brentor Road; Road to Horndon; Warren Road.

It is the responsibility of Devon Highways to grit the A386, which is deemed to be part of the primary network.

## **Limitations**

Parish Councillors, and indeed members of the public, are not trained or insured to act as ad-hoc emergency services. Devon County Council is quite clear that no personal or third-party cover is available even when acting in good faith. For this reason, MTPC believe that it can best serve residents by ensuring that it can:

- a.** Supply local knowledge when requested by the emergency services.
- b.** Coordinate emergency accommodation requests from emergency services and victims of an emergency.
- c.** Where possible, ensure that residents can be provided with essential support when normal services are disrupted by an emergency.

## **Emergency Action Plan**

- a.** MTPC will maintain an up-to-date contact list of the Parish Council's team. This list will be made available to all residents, the emergency services and neighbouring councils.
- b.** MTPC will liaise with key holders of the emergency accommodation centre for the area (Mary Tavy Coronation Hall).

## **Liaison with Neighbouring Councils**

The parish council will maintain regular contact with other councils and ensure that our contact list is up to date.

## **Plan Maintenance**

The Parish Clerk will ensure that the plan is revised and kept up-to-date. The Parish Clerk or Chairman will publish any relevant information on the website.

## **Who Should Residents Contact When an Emergency Occurs?**

The first point of contact should always be the appropriate emergency service. Residents with concerns that cannot be addressed by the emergency services are able to contact the Parish Council team. Contact numbers are published on the web site and attached to this document (Annex A). Please remember that this is not a 24/7 emergency service and contacts may not be immediately available.

## **Annexes**

A: Mary Tavy Parish Council Emergency Contact List

B: Contact Details for adjacent Parishes

C: Emergency Planning Advice



## Mary Tavy Parish Council Emergency Plan CONTACT LIST

### Annex A:

Mary Tavy Parish Council Emergency Plan CONTACT LIST. Please note that this is not a 24/7 service. If your chosen contact is not available, try the next name on the list. The emergency services (fire, police and ambulance) operate 24/7

NAME	ADDRESS	TELEPHONE	EMAIL
<b>Mr. John Roy Hill, (Emergency &amp; Snow Warden)</b>	Kingsett Farm Horndon Mary Tavy PL19 9NF	01822 810302	<a href="mailto:johnroyhill@hotmail.com">johnroyhill@hotmail.com</a>
<b>Ms. Amy Christie (Parish Clerk)</b>	Challamoor, Buckland in the Moor, TQ13 7HP		<a href="mailto:clerk@marytavyparishcouncil.gov.uk">clerk@marytavyparishcouncil.gov.uk</a>
<b>Cllr Paul Reid</b>	Jessamy Warne Lane Mary Tavy PL19 9PH	01822 810452 07919 446215	<a href="mailto:paul.reid@marytavyparishcouncil.gov.uk">paul.reid@marytavyparishcouncil.gov.uk</a>
<b>Cllr Jane Honey (Chair)</b>	4 Laburnam Villas Mary Tavy PL19 9QE		<a href="mailto:jane.honey@marytavyparishcouncil.gov.uk">jane.honey@marytavyparishcouncil.gov.uk</a>
<b>Cllr Jane Dunn (Vice Chair)</b>	3 Crossings Close Mary Tavy PL19 9QP	01822 810171	<a href="mailto:jane.dunn@marytavyparishcouncil.gov.uk">jane.dunn@marytavyparishcouncil.gov.uk</a>
<b>Cllr Martyn Griffiths</b>	Cranmere Mary Tavy PL19 9QB	07306 080333	<a href="mailto:martyn.griffiths@marytavyparishcouncil.gov.uk">martyn.griffiths@marytavyparishcouncil.gov.uk</a>
<b>Cllr John Banks</b>			<a href="mailto:John.banks@marytavyparishcouncil.gov.uk">John.banks@marytavyparishcouncil.gov.uk</a>
<b>Cllr Angela Longland</b>		07535433068	<a href="mailto:Angie.longland@marytavyparishcouncil.gov.uk">Angie.longland@marytavyparishcouncil.gov.uk</a>
<b>Cllr Alastair Grindey</b>	Lower Tavydale, Mary Tavy, Tavistock, Devon PL19 9PR		<a href="mailto:Alastair.grindey@marytavyparishcouncil.gov.uk">Alastair.grindey@marytavyparishcouncil.gov.uk</a>

## **Annex B:**

### **PARISH CLERK CONTACT LIST for NEIGHBOURING TOWN & PARISH COUNCILS**

#### **Brentor**

Mrs Caroline Oxenham

1 Abbotsfield Crescent

Tavistock

PL19 8EY

Tel: 01822 481415 or 07846 573678 (Monday to Friday). Answerphone available.

E-mail: [brentorpc@yahoo.co.uk](mailto:brentorpc@yahoo.co.uk)

#### **Lydford**

Mr John Bright,

24 Great Fellingfield,

Mary Tavy,

PL19 9QQ

E-mail: [clerk@lydfordparishcouncil.com](mailto:clerk@lydfordparishcouncil.com)

#### **Peter Tavy**

Cassandra

E-mail: [petertavypc@hotmail.co.uk](mailto:petertavypc@hotmail.co.uk)

#### **West Devon Borough Council Contact Details:**

Kilworthy Park

Drake Road

Tavistock

Devon

PL19 0BZ

Tel. 01822 813600 (In an emergency, the out-of-hours telephone number is: 0800 169 4217)

[www.westdevon.gov.uk](http://www.westdevon.gov.uk)

# Mary Tavy Parish Council EMERGENCY ADVICE

## Annex C:

The following information is about helping you to be prepared in an emergency situation; what to have to hand; and where to find useful information.

Additional information can be found through:

The parish council website at [www.marytavyparishcouncil.gov.uk](http://www.marytavyparishcouncil.gov.uk),

First Aid - [www.redcross.org.uk/firstaid](http://www.redcross.org.uk/firstaid),

Flooding - <https://www.gov.uk/government/organisations/environment-agency>

<https://www.gov.uk/government/collections/flooding-health-guidance-and-advice> (Floodline 0345 988 1188).

In an emergency, updates on what to do and how to help yourself can also be found by listening to local radio/television.

Look out for vulnerable people and if you are concerned either for a neighbour, relative or friend, then please contact your nearest parish council representative for assistance.

Check any elderly/vulnerable neighbours have access to heated drinks/food and a method of staying warm.

**Remember:** Often at times of localised emergency, the emergency services are stretched to the limit and anything you can do to help yourself may help alleviate difficult situations. In cases of genuine emergency, then you should always dial 999 and seek professional help.

Before the winter/adverse weather conditions, check your store cupboard.

## Suggested Emergency Store Cupboard - 3 days' supply

*(If you have to remain in your home for a significant period of time, e.g., 2010 snow)*

Medication - prescription and standard medication (pain relief, flu/cold medication, first aid kit, etc)

Candles & matches (stored away from children)

Toilet rolls/toiletries

Long-life milk

Dried/tinned food stuffs (do not rely on frozen food)

**NOTE:** This is not an exclusive list, you may wish to add additional items for your own comfort. Check and update your emergency store cupboard regularly.

## Emergency Bag (packed and ready)

*(If you have to leave your home in a hurry / evacuate)*

Printed/written list of all family prescription medications and dosages

Paper copy of useful contacts (Family, Friends, Doctors, Insurance Company, Utilities, etc)

Mobile phone (charged with credit)

Essential keys (house/car)

Cash/debit/credit card

First aid kit

Antibacterial hand gel/disposable gloves  
Important computer information stored on disk/USB/laptop  
Bottled water

In **cold weather**, ensure you have a good supply of warm, dry clothing to hand if you have to leave your home in a hurry.

In **hot weather**, the main risks are: - dehydration (not having enough water to drink), overheating (can make symptoms worse for people who already have problems with their heart or breathing), heat exhaustion, heatstroke (can make people very ill and can sometimes be fatal). Always safeguard yourself and vulnerable people against exposure to the sun (sunhat, sun protection cream, light clothing).

### **Emergency Car Bag (packed and ready)**

Blankets  
Torch  
Map  
First aid kit  
Shovel and de-icer in winter conditions  
Warning triangle and fire extinguisher (recommended)

### **Flood/Emergency advice for Pets and Livestock**

Do you know what to do with your animals if there is flooding?

This handy guide will help you prepare in case of flooding, so in the event of a flood you can get your animals to safety more easily. You can [check for flood warnings at the Environment Agency website](#).

#### **1. Think ahead - before it floods**

Don't wait for a disaster to decide what to do. Plan your escape route. Make sure you can be contacted in an emergency and keep phone numbers of people who can help you move your animals.

##### **If you have pets:**

Make sure you have suitable carriers for small animals. Keep a supply of food for evacuation.

##### **If you have livestock or tethered horses:**

Ensure any extra gates you need for emergency access are fitted and attach your details on field gates.

#### **2. Act early**

Floodwater rises rapidly, so if there is a flood warning don't hope for the best, act early.

##### **If you have pets:**

Bring all small animals inside and, if possible, upstairs. Move food, bedding and fresh water somewhere dry.

Keep favourite toys dry, these may comfort your pet if you have to take them somewhere else.

Put important documents such as microchip numbers, vet and vaccination details in a sealed bag, along with a photo of your pet, in case your pet gets lost.

**If you have livestock or tethered horses:**

Animals will need to be moved to high ground early to avoid fast-rising floodwaters. Make sure you have emergency feed and fresh water supplies available.

**3. If disaster strikes**

Put your flood plan for your animals into action.

**If you have pets:**

Cats, rabbits and other small animals must be transported in suitable carriers, birds in a secure cage and dogs using sturdy leashes. Remember to take your animals' food, water, bowls and bedding with you.

If you have no choice but to leave your animals behind, leave them shut inside an upstairs room with ample supplies of food and water. Leave notices on the outside doors to say there are animals inside and contact the RSPCA or your local flood warden immediately.

**If you have livestock or tethered horses:**

If you haven't already, move animals to high ground if the escape route is accessible. Make sure you have emergency feed and fresh water supplies available.

***Don't put your own or another life in danger to attempt an animal rescue.***

**4. Stay Informed!**

You can call Floodline - 0345 988 1188 for information and flood warnings 24 hours a day, or visit:

[www.metoffice.gov.uk](http://www.metoffice.gov.uk)

<https://flood-warning-information.service.gov.uk/warnings>

<https://www.gov.uk/government/organisations/environment-agency>

**This Emergency Plan was last reviewed, amended and adopted by the full council on 10<sup>th</sup> February 2026**

**Next review due: February 2027**