

# Honiton Town Council Emergency Plan

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Honiton Town Council  
Major Incident Emergency Plan

## Contents

Section		Page
	Introduction	3
	Definition of an Emergency	3
	Purpose of Plan	3
	Aim	3
	Objectives	4
	Plan Review/Maintenance	4
	Activation Procedure	4
	Town Emergency Response Group	5
	Types of Emergencies	6
	Risk Analysis	6
	Survivors Reception Centre (SRC)	6
	Logistics	6
	Transport	7
	Community Skills	7
	Command and Control	7
	Communications	8
	Recovery	8
	Financial Considerations	8

Honiton Town Council  
Major Incident Emergency Plan

Section		Page
	Exercising the Plan	8
	Plan Insurance & 3rd Party Liability	8
<b>Annex</b>		
<b>A</b>	Activation Procedure / Log Sheet	10
<b>B</b>	Risk Assessments	15
<b>C</b>	Logistics Suppliers	23
<b>D</b>	Key Contacts List	25
<b>E</b>	Geographical Maps	28

Honiton Town Council  
Major Incident Emergency Plan

## **1. Introduction**

Although there is no statutory requirement for Honiton Town Council to produce an emergency plan, Devon County Council (DCC) encourages town/parish councils to consider how they would respond to an emergency situation and to document the results in a Community Emergency Plan. DCC sees town/parish councils' responsibilities in responding to an emergency as follows:

- a) Undertake local risk assessments.
- b) Prepare communities plans.
- c) Document resources and key contacts.
- d) Validate and maintain the plan.
- e) Enact the plan when activation criteria are met.

It is also considered to be good practice for the town/parish councils to appoint and develop an emergency planning group to produce and manage the emergency plan.

Honiton Town Council has appointed an Emergency Planning Working Group, which has developed this plan. The plan has been designed to enable the community to respond to a major incident/emergency where there are circumstances, which may delay responding emergency services and other agencies. It has also been developed to complement the plans of the responding emergency services and other agencies that may be involved in any emergency situation within the boundaries of responsibility of Honiton Town Council.

## **2. Definition of an Emergency/Major Incident**

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 be dealt with immediately by the emergency services, local authorities and other organisations as part of their normal day-to-day activities.

## **3. Purpose of the Plan.**

The purpose of this plan is to enable the Council to identify the immediate actions it should consider during, and in the immediate aftermath of, an emergency. These actions may assist the community in reducing the negative impacts an emergency can have until further assistance has been received.

## **4. Aim.**

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

## **5. Objectives.**

The objectives of the plan are to:

- a) Identify the risks most likely to impact the community.
- b) Identify relevant steps to mitigate and respond to emergency situations.
- c) Identify vulnerable people / groups / establishments in the community.
- d) Identify community resources and equipment that is available to assist during an emergency.
- e) Provide contact details for the Town Emergency Response Group (TERG), and other Key Community Resources, the Emergency Services and Local Authorities.

## **6. Plan Review/Maintenance**

The TERG should meet to discuss the community's resilience arrangements at least annually.

Any activated logs should be used to assess plan for changes and improvements.

A full review of the plan by the TERG should be carried out annually to ensure that the plan is still valid and that all contact information is still correct.

When issuing amendments of the plan it is important to ensure that all amended pages are removed and destroyed as this will help ensure that all the plans are current. Full copies will be issued to external parties when believed necessary, or once per year.

## **7. Activation of the Plan**

This plan will be activated under the following circumstances:

- a) Where an emergency/incident as defined in paragraph 2 above has occurred.
- b) At the request of any responding emergency services.
- c) At the request of either Devon County Council or East Devon District Council.
- d) At the discretion of the Town Emergency Response Group, when it is known or suspected that an emergency/incident has occurred or is likely to occur which could cause disruption and or distress to the community.

An aide memoire as to the activation procedures can be found at *Annex A* of this document.

## **8. Town Emergency Response Group (TERG)**

The TERG is made up of members of the Town Council and may include other key members of the community. A list of members and contact details can be found in annex A of this document.

The Town Mayor will act as the TERG co-ordinator in the event of the group being activated under the terms of this plan.

To achieve continuity a deputy co-ordinator should be appointed to assume the role of the co-ordinator in his/her absence.

The role and responsibility of the TERG co-ordinator is as follows:

- a) To notify the TERG when the plan has been activated.
- b) Ensure that the plan is regularly reviewed and updated where necessary.
- c) Report annually to the community detailing if the plan has been activated and highlighting any changes to the TERG membership.
- d) Act as the focal point for the community in the response to an emergency.
- e) Act as the main contact point for DDC, EDDC and the emergency services, to ensure that two-way communication is maintained.
- f) Ensure that the appropriate authorities and other individuals as deemed necessary are informed of any activation of the plan.
- g) Communicate important messages to the community.
- h) Delegate specific roles to other members of the TERG.
- i) Activate resources as required.

All members of the TERG should:

- a) Reside in the community.
- b) Have good local knowledge or other expertise.
- c) Be able to activate the support of the community and speak if required on their behalf.
- d) Ensure that the vulnerable are provided with additional assurance during an emergency.
- e) Ensure that communications are maintained within the community and District/County Council.
- f) Ensure that confidentiality is maintained where necessary.
- g) Maintain an action log to record individual actions and decisions made during an emergency. A sample log can be found in annex A of this document.
- h) Create a 'grab bag' containing the plan and any appropriate clothing/equipment, which may be required.
- i) Have sufficient knowledge of the plan to act as Co-ordinator in their absence.

The Deputy and other team members should support the Co-ordinator in carrying out their role.

## **9. Types of Emergencies.**

Types of potential emergencies that may impact on the community include:

- a) Severe Weather
- b) Flooding
- c) Road Traffic Accident
- d) Aircraft Accident
- e) Prolonged loss of essential services, (Gas, Electricity, Water).
- f) Fire
- g) Building Collapse
- h) Hazardous Vapour release
- i) Environmental
- j) Terrorism
- k) Disease Human/Animal.

## **10. Risk Analysis.**

Risk analyses covering the anticipated emergency events that could impact upon the community are shown in annex B of this document.

## **11. Survivors Reception Centre (SRC)**

The responsibility for providing shelter and welfare facilities for people affected by an emergency situation rests with the Local Authority-Devon County Council (DCC) and East Devon District Council (EDDC). To meet this requirement, Honiton Community College (Academy) has been designated as the SRC.

However, in reality this service may be delayed for some considerable time. To assist in the expeditious provision of shelter/welfare Honiton Town Council has identified the following as suitable for refuge facilities.

- a) The Beehive community centre will become the nominated refuge facility.

## **14. Logistics**

Activation of the plan will require significant logistic support, the amount dependent upon the nature of the emergency. It is not possible for all logistic requirements to be held by the Town Council. Short falls in requirements will require prior identification of local suppliers. A list of local suppliers can be found in annex C of this document.

**Any items and their cost, obtained for the purpose of use in an emergency must be authorised by the TERG Co-ordinator and must be logged in the Incident Log.**

## **15. Transport.**

It may be necessary during some emergency situations to organise forms of transport to facilitate:

- a) Evacuation
- b) Medical provisions
- c) Collection of general provisions

Some situations may require the use of specialised transport such as tractors or 4x4 vehicles.

It should be noted and communicated to volunteers that insurance is not provided by the Council, and that any use has to be by the owner of the vehicle and at their risk and discretion.

**A record of all costs and mileage incurred by the volunteers is to be logged in the Incident Log.**

## **16. Community Skills**

The success of this plan rests largely on the good will of the community and volunteers to assist in times of emergency. There will be a need to call upon various skills to enable a successful outcome to any emergency. Where possible, volunteers should be allocated tasks appropriate to their skills and knowledge.

## **17. Command and Control.**

Normally all emergencies will invoke the response from the emergency services, who have a nationally recognised command and control structure.

When it becomes necessary to activate this plan, command, control and co-ordination, along with communications are essential until such times as the emergency services are established and in control of the emergency situation.

To meet the initial command and control requirements until relieved by the emergency services an Incident Control Point (ICP) will be established at the Town Council Offices. (Situated in the Beehive Community Centre Dowell Street Tel: 01404 42957)

The council recognise the importance of providing clear and accurate situation reports to responding emergency services where appropriate and have therefore adopted the nationally recognised method known as CHALETs. (*Annex A.*)

## **18. Communications.**

During an emergency there will be a requirement for good and reliable communications; it must be recognised that landlines and mobile telephones may not be operable.

A list of useful and key contacts is at annex D of this document.

## **19. Recovery**

The recovery phase is defined as the process of rebuilding, restoring and rehabilitating the community following an emergency. Depending on the scale of the emergency/incident this could range from just a short debrief on the response, to a prolonged period of reconstruction and on-going support to the victims and others in the community.

The TERG will base their recovery actions on the guidelines offered by other agencies, such as:

- a) Guidance issued by the Government on the National Resilience website.
- b) The Home Office publication "Recovery- An Emergency Management Guide.
- c) The Local Authority (District and County Council) will provide much of the guidance, support and resources for recovery.

## **20. Financial Considerations.**

During an emergency, Local Authority Financial Services invoke special financial arrangements. Before spending money in response to an emergency the Town Council will seek authority from EDDC. A record of all spending must be kept.

## **20. Exercising the Plan**

The contents of this plan will be exercised at least once per year by enacting an emergency as a table top type emergency, unless the full plan has been activated within the preceding twelve months.

## **21. Plan Insurance & 3<sup>rd</sup> Party Liability**

If the Town Emergency Plan is activated, volunteers, if requested by a member of the TERG are covered by the Town Council's 3<sup>rd</sup> party liability insurance only for the use of their own hand tools. There is no cover for a volunteer using any mechanical device. Volunteers may wish to ensure that their own insurance policies (often standard clauses in motor, tractor and home policies) support sufficient 3<sup>rd</sup> party liability insurance. This also applies to members of the TERG.

Honiton Town Council  
Major Incident Emergency Plan

All TERG members must log any request for agreed volunteer help on their logging sheet.

## **ANNEX A**

**Town Emergency Response Group.**

**Town Emergency Response Group Emergency  
Activation Procedure.**

**Emergency Log Sheet**

**Situation Report (CHALETS)**

Honiton Town Council  
Major Incident Emergency Plan

## Town Emergency Response Group

A Town Response Team (TERG) has been established to coordinate the community's response to an incident. They are also responsible for keeping the plan up to date.

Role	Name	Tel	Mobile	Address
Coordinator	Cllr Sexton (Chairman & Mayor)	-	07591 111925	Restricted S.Sexton@honiton.gov.uk
Coordinator	Cllr Hurford (Deputy Chairman & Mayor)	-		Restricted H.Hurford@honiton.gov.uk
Deputy Co-ordinator #1	Cllr S Keene	-	07976 200520	37 Monmouth Way, Honiton, EX14 2EY S.Keene@honiton.gov.uk
Team Member	Ian Browne	01404 384050		n/a ianbrowne@beehivehoniton.co.uk
Team Member	Cllr A Proszowska		07495 888385	48 St Paul's Road Honiton EX14 1BR A.Proszowska@honiton.gov.uk
Team Member	Cllr T Howard			Restricted T.Howard@honiton.gov.uk
Team Member	Cllr K Cloke		07970 681445	50 St Paul's Road Honiton EX14 1BR K.Cloke@honiton.gov.uk
Town Clerk	Stephen Hill	01404 42957	07949 150888	n/a Clerk@honiton.gov.uk

## Town Emergency Response Group Emergency Activation Procedure

Action		Complete
1	<b>Any TERG member</b> - Inform the <b>Co-ordinator who will:</b> Dial <b>999</b> and ensure the emergency services are aware of the emergency and follow any advice given.	
2	Contact and inform Devon County Council & East Devon District Council. Follow any advice given.	
3	Make sure you take notes and record actions from the contact discussions (actions 1 & 2). Use a log sheet. Contact other members of the TERG and agree if the Town Emergency Plan is activated. Remember to follow the appropriate check sheet (if applicable).	
4	<b>As directed by the coordinator TERG members will</b> Contact other members of the community that need to be alerted;  <ul style="list-style-type: none"> <li>• Households/groups affected.</li> <li>• The Town Council via the Town Clerk.</li> <li>• Volunteers and key holders as appropriate</li> </ul>	
5	Begin recording details on the Log Sheet (overleaf ) including:  <ul style="list-style-type: none"> <li>• Any decisions you have made and why.</li> <li>• Actions taken.</li> <li>• Who you spoke to and what you said. (Including contact numbers)</li> <li>• Any information received.</li> </ul>	
6	If necessary, call a community meeting but ensure the venue is safe and people can get there safely	

Honiton Town Council  
Major Incident Emergency Plan

## Emergency Log 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.

Date	Time	Name	Information / Decision / Action	Initials

## **Situation Report (CHALETS)**

- S** **Survey** the scene.
- A** **Assess** the situation and the risk implications.
- D** **Disseminate** information to the correct groups in the correct sequence.
- C** **Casualties:** Number, type, and condition.
- H** **Hazards:** Types, severity, impacts, and status.
- A** **Access:** Management control points, safe routes in, and reception centres
- L** **Location:** Specific grid reference or prominent feature of the event.
- E** **Emergency Services:** What support is required?
- T** **Type:** Nature and type of crisis incident.
- S** **Start Logging:** Start collating information from the beginning of the event.

## Annex B Risk Analysis

Index No.	Severity	Category of Impact	Description of Impact
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# Honiton Town Council Major Incident Emergency Plan

1	Insignificant	Health	Insignificant number of injuries or impact on health
		Social	Insignificant number of persons displaced and personal support required Insignificant disruption to community services, including transport services and infrastructure
		Economic	Insignificant impact on local economy
		Environment	Insignificant impact on environment
2	Minor	Health	Small number of people affected no fatalities, and small number of minor injuries with first aid treatment.
		Social	Minor damage to properties. Minor displacement of a small number of people for < 24 hours and Minor personal support required. Minor localised disruption to community services or infrastructure < 24 hours
		Economic	Negligible impact on local economy and cost easily absorbed
		Environment	Minor impact on environment with no lasting effects
3	Moderate	Health	Moderate number of fatalities <10 with some casualties requiring hospitalisation
		Social	Damage that is confined to a specific location, or to a number of locations, But requires additional resources Localised displacement of >100 people for 1-3 days Localised disruption to infrastructure and community services
		Economic	Limited impact on local economy with some short-term loss of production, with possible additional clean-up costs
		Environment	Limited impact on environment with short-term or long-term effects
4	Significant	Health	Significant number >100 of people in affected area impacted with multiple fatalities multiple serious or extensive injuries, significant hospitalisation
		Social	Significant damage that requires support for local responders with external resources. 100 to 500 people in danger and displaced for longer than 1 week. Local responders require external resources to deliver personal support Significant impact on, and possible breakdown of, delivery of some local community services.
		Economic	Significant impact on local economy with medium-term loss of production Significant extra clean-up and recovery costs
		Environment	Significant impact on environment with medium-to long-term effects.
5	Catastrophic	Health	Very large numbers of people in affected area(s) impacted with significant numbers of fatalities, large number of people requiring hospitalisation with serious injuries with longer-term effects
		Social	Extensive damage to properties in affected area requiring major demolition. General and widespread displacement of more than 500 people for Prolonged duration and extensive personal support required. Serious damage to infrastructure causing significant disruption to, or loss of, key services for prolonged period. Community unable to function without significant support.
		Economic	Serious impact on local and regional economy with some long-term, potentially permanent, loss of production with some structural change Extensive clean-up and recovery costs.
		Environment	Serious long term impact on environment and/or permanent damage.

Honiton Town Council  
Major Incident Emergency Plan

Likelihood Ranges			
	Description	Guidance	Probability Range
1	Improbable	Very remote probability that the event would occur	<1%
2	Remote	Event may occur only in exceptional circumstances	1 – 10%
3	Possible	Event could occur at some time	11 - 50%
4	Probable	Event should occur at some time	51 – 90%
5	Almost Certain	Event will occur in most circumstances	>90%

<b>Impact</b>	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

Honiton Town Council  
Major Incident Emergency Plan

H= Health S= Social E= Economic E1= Environment L= Likelihood R= Risk Rating

I.D.	Risk/Event	Severity	Consequence/Impact	H	S	E	E1	L	R	Mitigation	Actions	Residual Risk
01	<b>Severe Weather: Snow</b>	Prolonged periods of snow resulting in accumulation and drifting.  Met Office Red weather warning.	Major disruption to transport (possible road closures). Possible severe disruption to essential services, (water, electricity, gas). Distress to the vulnerable. Loss of business. Delays to responding emergency services (police, fire, ambulance) Closure of schools and other amenities.	3	3	3	3	4	12		Consider Activate Emergency Plan	
02	<b>Severe Weather: Rain</b>	Prolonged and heavy  Met Office Red weather warning.	Rise in river levels. Disruption to local transport. Overflow of drainage system. Some localised flooding. Potential delays in responding emergency services especially in remote areas of the community.	2	3	3	3	4	12		Consider Activate Emergency Plan	

Honiton Town Council  
Major Incident Emergency Plan

H= Health S= Social E= Economic E1= Environment L= Likelihood R= Risk Rating

I.D.	Risk/Event	Severity	Consequence/Impact	H	S	E	E1	L	R	Mitigation	Actions	Residual Risk
03	<b>Severe Weather:</b>  <b>Wind</b>	Sustained strong winds  Met Office Red weather warning.	Risk of death or injury. Potential for widespread damage to property and disruption to electricity supplies and communications. Possible disruption to transport. Potential delays in responding emergency services.	3	2	3	2	4	12		Consider Activate Emergency Plan	
04	<b>Severe Weather:</b>  <b>Heat</b>	Prolonged Temperatures above 40degrees	Imposed drought conditions. Restrictions in domestic water usage. Impact on health to certain groups of the community which may result in some fatalities	3	3	2	3	2	6		Consider Activate Emergency Plan	
05	<b>Severe Weather:</b>  <b>Cold</b>	Prolonged temperatures below 0degrees	Potential loss of domestic water supplies. Impact on health to certain groups of the	3	2	3	2	3	9		Consider Activate Emergency Plan	

Honiton Town Council  
Major Incident Emergency Plan

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I.D.	Risk/Event	Severity	Consequence/Impact	H	S	E	E1	L	R	Mitigation	Actions	Residual Risk
			community, which may result in some fatalities.									
06	<b>Fire: Domestic property</b>	Complete destruction of property,	Fatalities and injuries Distress to the community. Potential to evacuate other surrounding properties. Potential closure of road network.	3	3	1	2	4	12		Consider Activate Emergency Plan	
07	<b>Fire: Industrial Property</b>		Fatalities and injuries Widespread air contamination. Potential to evacuate other surrounding properties. Potential closure of road network. Environment impact.	3	3	3	3	3	9		Consider Activate Emergency Plan	
08	<b>Transportation Accidents:  Major road traffic accident.</b>		Fatalities and injuries. Survivors Prolonged disruption to travel.	4	3	2	2	3	12		Consider Activate Emergency Plan	

Honiton Town Council  
Major Incident Emergency Plan

H= Health S= Social E= Economic E1= Environment L= Likelihood R= Risk Rating

I.D.	Risk/Event	Severity	Consequence/Impact	H	S	E	E1	L	R	Mitigation	Actions	Residual Risk
09	<b>Transportation Accidents:</b>  <b>Aircraft</b>		Mass fatalities and injuries Survivors. Widespread damage to property. Major disruption Distress to the community Substantial media attention	5	4	4	4	2	10		Consider Activate Emergency Plan	
10	<b>Transportation Accidents:</b>  <b>Rail</b>		Mass fatalities and injuries Survivors. Major disruption to rail network. Distress to the community Substantial media attention	4	3	3	3	3	12		Consider Activate Emergency Plan	
11	<b>Health Pandemic:</b>  <b>Human</b>		Fatalities. Distress to the community Disruption to community activities. (Closure of schools and business)	5	2	3	2	2	10		Consider Activate Emergency Plan	

Honiton Town Council  
Major Incident Emergency Plan

H= Health S= Social E= Economic E1= Environment L= Likelihood R= Risk Rating

I.D.	Risk/Event	Severity	Consequence/Impact	H	S	E	E1	L	R	Mitigation	Actions	Residual Risk
12	Health Pandemic:  Animal		Disruption to travel. Potential of isolation to certain areas of the community.	1	1	3	3	4	12		Consider Activate Emergency Plan	

## ANNEX C

### Local Logistics Suppliers

Honiton Town Council  
Major Incident Emergency Plan

## Local Logistic Suppliers

Supplier	Items	Contact / Responsibility	Additional Information
Parnell's Coaches	Transport	Tel: 01404 47502	<a href="http://www.parnellscoaches.co.uk">www.parnellscoaches.co.uk</a>
To-an-fro	Transport	Tel: 01404 511079	<a href="http://www.toanfro.com">www.toanfro.com</a>
Bradford's	Building Materials	Tel: 01935 845245	
Jewson's	Building Materials	Tel: 01404 41117	
Blamphayne Sawmill Ltd	Timber	01404 851357	
Bale Group	Environment	01404 548333	
Tesco	Sundries/Food	0845 6779359	
Co-Operative	Sundries/Food	01404 45819	

## **ANNEX D**

### **Key Contacts list**

Honiton Town Council  
Major Incident Emergency Plan

## Key Contacts

Service / Name	Telephone Number	Website	Additional Information
<b><u>Emergency Services</u></b>			
Police	999	NA	0845 2777444 (Honiton)
Ambulance	999	NA	-
Fire Brigade	999	NA	01392 872225 (Exeter Control Room)
<b><u>Health Organisations</u></b>			
Honiton Surgery	01404 540072	NA	-
Honiton Hospital	01404 540540	NA	-
Devon Air Ambulance		<a href="http://www.daat.org">www.daat.org</a>	-
St John Ambulance	01392 824445	<a href="http://www.sja.org.uk">www.sja.org.uk</a>	-
British Red Cross		<a href="http://www.redcross.org.uk">www.redcross.org.uk</a>	-
Honiton Chemists	Boots 01404 42666 Lloyds 01404 42762 Lloyds	NA	-
<b><u>Local Government</u></b>			
Devon County Council	0845 155 1015	<a href="http://www.devon.gov.uk">www.devon.gov.uk</a>	-
East Devon District Council	01395 516551	<a href="http://www.eastdevon.gov.uk">www.eastdevon.gov.uk</a>	-
Honiton Town Council	01404 42957	<a href="http://www.honiton.gov.uk">www.honiton.gov.uk</a>	-
Town Clerk	01404 42957	clerk@honiton.gov.uk	
Deputy Town Clerk	01404 42957	deputytownclerk@honiton.gov.uk	

### Key Contacts list cont.

Service / Name	Telephone Number	Website	Additional Information
<b><u>National Government</u></b>			
Environment Agency	General enquiries 8am – 6pm 08708 506506 Flood line (24hrs) 0345 988 1188 Incident line (24hrs) 0800 807060	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>	
<b><u>Infrastructure</u></b>			
Devon County Council Highways	0845 1551004 Emergency out of hours 01392 383329	<a href="http://www.devon.gov.uk">www.devon.gov.uk</a>	
South West Highways	01404 821500 01837 845516	<a href="http://www.swhltd.co.uk">www.swhltd.co.uk</a>	

Honiton Town Council  
Major Incident Emergency Plan

Service / Name	Telephone Number	Website	Additional Information
(contractor for DCC)			
Highways Agency (main trunk roads)	<b>0300 123 5000</b> <b>08457 50 40 30</b> or <b>0121 335 8300</b>	<a href="http://www.highways.gov.uk">www.highways.gov.uk</a>	Such as the A30
<b><u>Utilities</u></b>			
Western Power	0800 6783 105	<a href="http://www.westernpower.co.uk">www.westernpower.co.uk</a>	Power lines, power supplies
South West Water	0344 346 2020	<a href="http://www.southwestwater.co.uk">www.southwestwater.co.uk</a>	
British Gas/Transco	0333 009 5784	<a href="http://www.BritishGas.co.uk">www.BritishGas.co.uk</a>	Emergency number 24hrs
BT	<b>0800 800 151 / 150</b> 0207 555 4151	<a href="http://www.bt.com">www.bt.com</a>	Phone and broadband
<b><u>Education</u></b>			
Honiton Community College	01404 42283		
Honiton Primary School	01404 548700		
Littleton Primary School	01404 548749		
<b><u>Veterinary</u></b>			
New Street Veterinary	01404 42750	NA	Honiton
Vale Veterinary Group Heathpark	(01404) 44095		

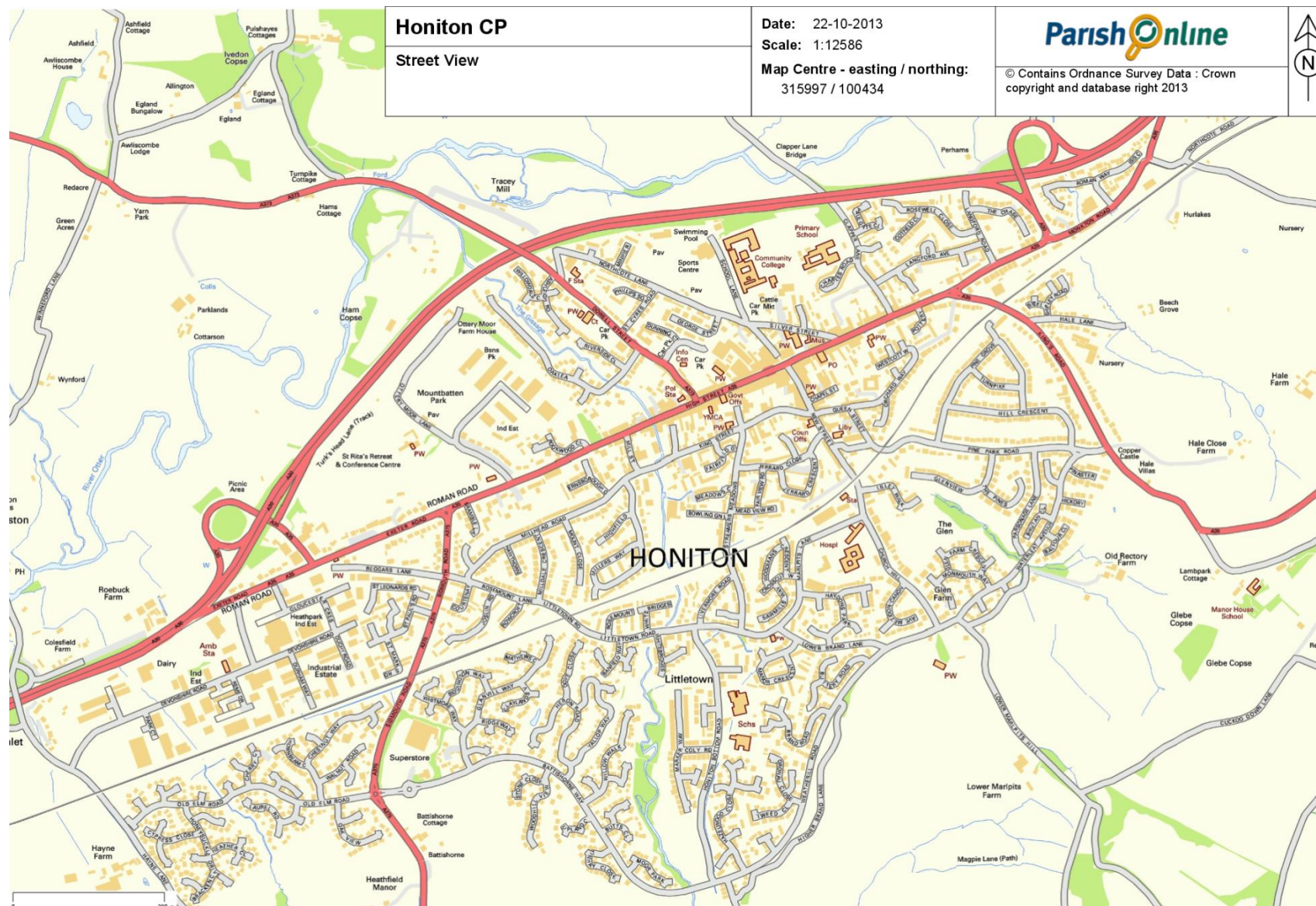
Key information such as road or school closures is usually reported on local radio.

## ANNEX E

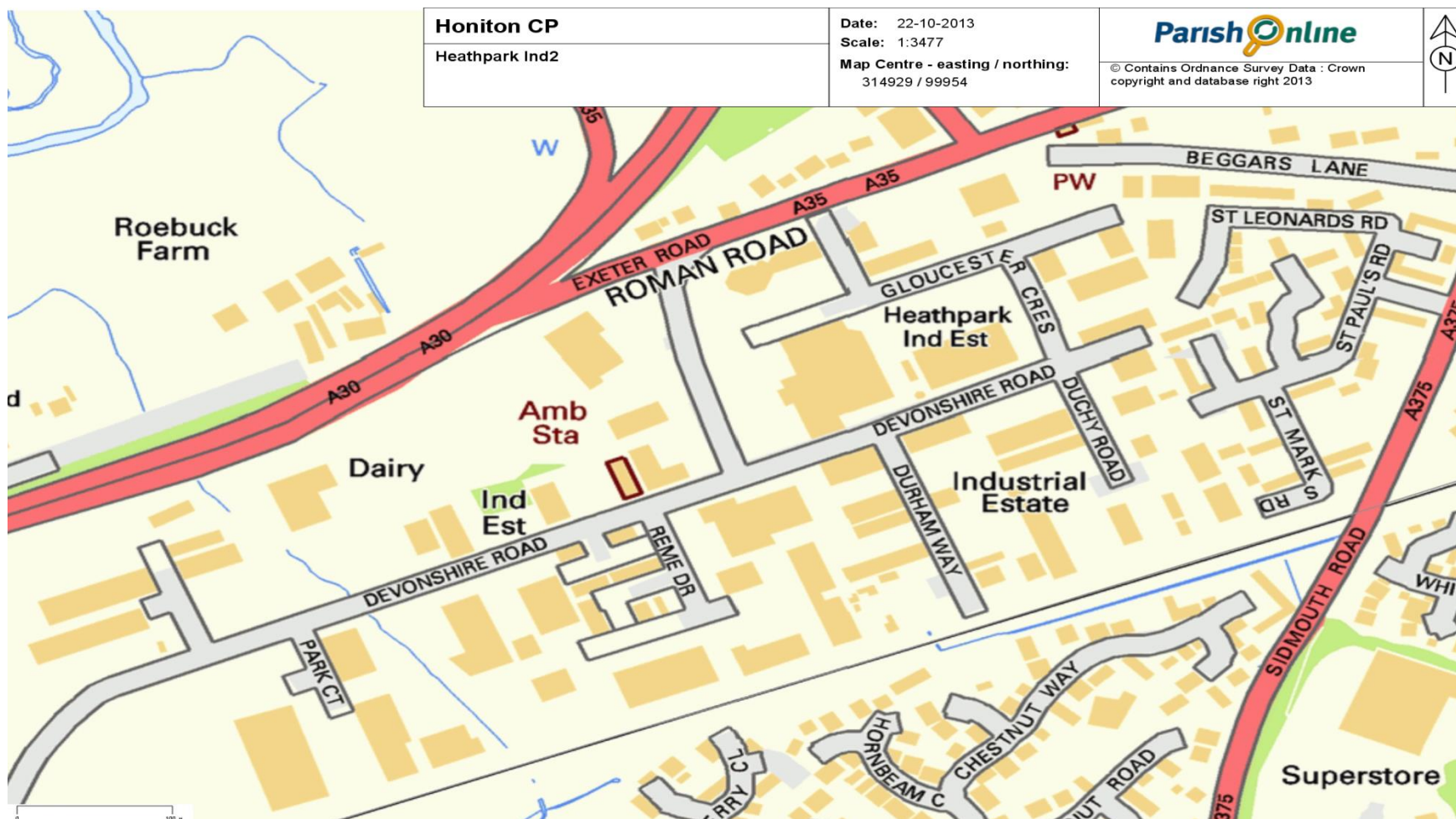
### Geographical Maps

	<b>Page</b>
<b>Street View</b>	<b>29</b>
<b>Heathpark Industrial</b>	<b>30</b>
<b>Surface Water Flooding</b>	<b>31</b>
<b>River Flooding</b>	<b>32</b>

# Honiton Town Council Major Incident Emergency Plan



Honiton Town Council  
Major Incident Emergency Plan



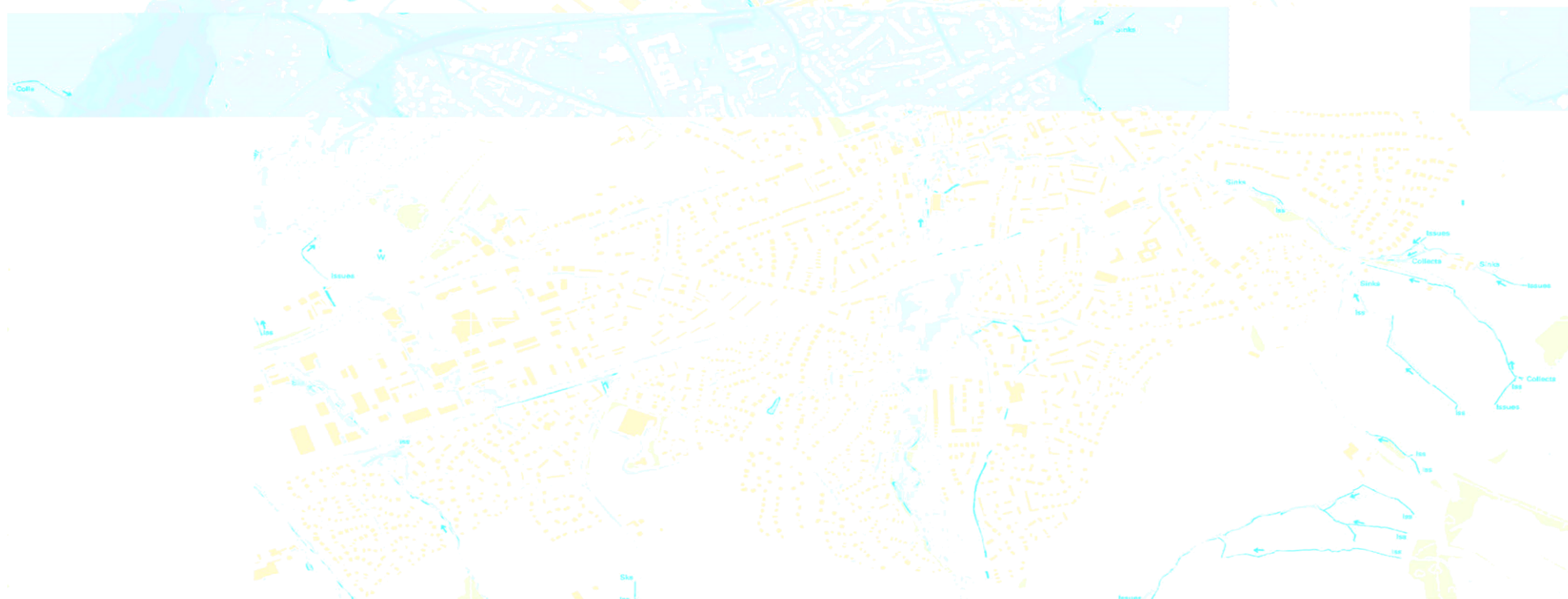
Further detailed maps can be obtained using the Parish On-Line mapping system.

Honiton Town Council  
Major Incident Emergency Plan

## Risk of flooding from surface water



uFMISW (2013) – 1 in 30 chance rain  
uFMISW (2013) – 1 in 100 chance rain  
uFMISW (2013) – 1 in 1000 chance rain



Honiton Town Council  
Major Incident Emergency Plan

## Risk of flooding from rivers

