

Torphins Community Help (TORCH) Emergency Response Plan

AMENDMENT RECORD		
Revision and date	Prepared by	Description / Amendment
Version 1 Oct 2018		First version of plan completed by Torphins Community Council (TCC)
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APPENDICES

- A Community Risk Assessment
- B Emergency Response Scenarios
- C Role Checklists

DISTRIBUTION OF PLAN		Copies
Learney Hall, Torphins		4
Mid Deeside Church, Torphins		4
Tornaveen Hall		2
Aberdeenshire Council Emergency Planning Officer (EPO)		1
Aberdeenshire Council Risk Management Officer		1
Police Scotland		1
Scottish Fire & Rescue Service		1
Torphins Community Council website		1

1. INTRODUCTION

1.1 Objective

Community Resilience is an initiative supported by local, Scottish, and the UK governments originating from the Civil Contingencies Act 2004. The principle is that communities develop a local plan so that they can help themselves during an emergency in a way that complements, but in no way replaces, the response of the emergency services and other responders. The objective of the local plan is to:

- raise awareness and understanding within the community of the local risks and emergency response capability to motivate and support self-help
- increase individual, family and community resilience against emergencies
- provide a framework for the delivery of a resilient community response plan
- commence self-help arrangements until support from the emergency services or other agencies is in place.

1.2 Scope

This community resilience plan has been developed by the Torphins Community Council resilience sub-group, Torphins Community Help (TORCH). It assesses risks, identifies local resources and actions, voluntary support, and key locations within the communities of Torphins and Tornaveen. In the event of an emergency or any situation which threatens the safety of residents, the actions taken by the community may include some of the following:

- providing shelter, hot meals, and assistance in designated places of refuge during an emergency
- checking on neighbours and residents who may benefit most from additional assistance to ensure their safety and well-being during severe weather or utility failure
- assisting with the delivery of essential supplies during severe weather e.g., hot meals

Members of TORCH are an integral part of Torphins Community Council and all their activities, both inside and outside, are covered by the Community Council's insurance policy (but not those involving the use of mechanised equipment).

1.3 References

As this Plan is in the public domain, all references to people's names and telephone numbers have been omitted, but are documented in the Emergency Contacts List, the distribution of which is limited and controlled.

2. TORPHINS

2.1 Description

Torphins is located 23-miles west of Aberdeen on the A980 Banchory-Alford road, in the Marr area of Aberdeenshire. The village has a population of approximately 1500-people. The Torphins Community Council area includes Campfield, part of Glassel and Craigmyle to the east of the village, along with Sundayswells, Learney Hill and Tornaveen to the north-west of the village.

The village has a thriving primary school, with around 250-pupils, a nursery, a playgroup, and a medical centre. There are several shops, including a Scot-Mid store/Post Office, a pharmacy, an Indian restaurant and bar, a Chinese takeaway, and a greengrocer/café. There is also a care home and sheltered housing.

The residents are involved in agriculture, local trades, and services. Many commute to Aberdeen and the surrounding area, mainly to work in the energy industry sector.

2.2 Key Locations

In the event of a community emergency response, the primary refuge centre in Torphins will be based in the **Learney Hall, 9 Beltie Road**. The building has a main hall with a stage, a smaller hall with limited kitchen facilities, toilets, a small office, and another small room. There is a former flat at the rear of the building which is currently used for storage.

During any community emergency response, the use of the various hall areas will be designated as follows:

Main hall	-	registration, general use for those needing help
Small hall	-	refreshments and general use
Stage	-	TORCH coordination area
Office	-	quiet room / volunteers rest area

TORCH equipment and supplies are stored in the former flat. There is always a stock of tea, coffee, etc, and disposable cups available in the small hall kitchen.

If there is no power supply to the Learney Hall, then TORCH will relocate to the **Mid Deeside Church, St Marnan Road, Torphins**, which has a back-up generator to provide power. The church has a refurbished sanctuary and an extension with three meeting rooms, toilets, a kitchen, and an office. In some emergency situations the church may become the first-choice refuge or an additional refuge.

If residents in the Tornaveen area are unable to travel to Torphins, due to blocked roads, then a secondary emergency refuge centre can be opened in the **Tornaveen Hall**, if required. It is situated on the B9119 Echt-Tarland road. It has a hall, a meeting room, a kitchen, and toilets.

3. RISKS AND RESPONSE

3.1 Main Risks

The main realistic risks which could impact the community and may require a local resilience response are:

- Severe weather (e.g., storms or excessive snowfalls)
- Prolonged loss of utilities (e.g., loss of electricity, water, or telecoms)
- Major incident (e.g., aircraft crash, forest fire or terrorism)

Flooding is another potential risk, although given the nature of the topography in the Torphins area, it is not seen as a major threat. However, it should not be totally discounted, and a response may be required in some parts of the community because of prolonged severe wet weather.

A community risk assessment outlining potential emergency events, the likely impact and suggested actions is included with this plan in the appendices and can be found at **Appendix A**.

3.2 Response

Any response to a community emergency will depend on the nature of the situation to be dealt with. Some scenarios, such as impending severe weather, will likely be pre-warned and will allow time to alert the community to be self-prepared, assess which volunteers are available to respond when required and have all checks and preparations completed in advance of any response mobilisation.

Other situations may see the community called to initiate a response to an emergency event by Aberdeenshire Council, either via the Marr Area Manager or the council Emergency Planning Officer (EPO), or by Police Scotland and may well be a request to assist and support the Emergency Services.

A list of suggested responses for potential scenarios is included with this plan in the appendices and can be found at **Appendix B**.

4. MOBILISATION

4.1 Callout

The TORCH WhatsApp message group will be used to alert members of any severe weather warning and discuss any potential response. Social media messaging will be used to forewarn the community to be prepared and to check that vulnerable or elderly neighbours are okay. The message group will also be used to alert members of any emergency response request from Aberdeenshire Council or Police Scotland.

The message group will be used to check who is available and agree preparations, including the availability of the Learney Hall as a refuge, if required. Once it is safe and it is agreed that the situation requires a community response, TORCH will mobilise to the Learney Hall. If the Learney Hall is not available, due to loss of power or other reasons, then TORCH will mobilise to Mid Deeside Church, which has a back-up generator. In some emergencies, the church may become the first-choice refuge or an additional refuge if required.

TORCH will follow the agreed contact procedures for accessing the Learney Hall or Mid Deeside Church. For the Learney Hall it is via Aberdeenshire Council and for the church it is via the church minister. For Tornaveen Hall it is any hall committee member.

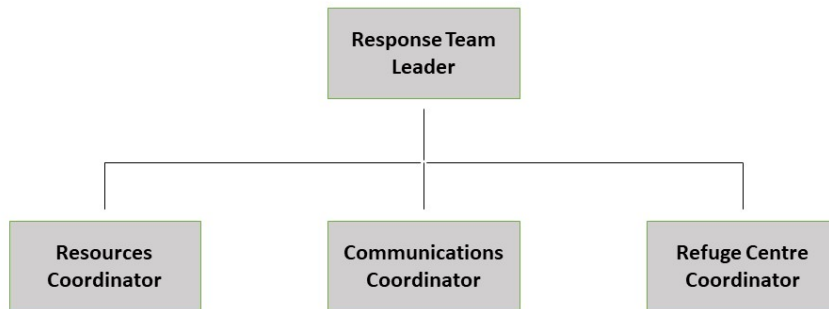
If the emergency has caused a loss of power/mobile phone signal/internet connection and TORCH members are unable to contact each other electronically, they should attempt to mobilise to the Learney Hall at a pre-agreed time, if safe to do so, and assess the situation and any potential response.

TORCH will inform the TCC Secretary when a community response is mobilised and keep TCC updated as the situation unfolds.

4.2 Team Structure

On arrival at the agreed refuge, TORCH members will nominate a Response Team Leader and coordinator roles as outlined below. The Response Team Leader will also keep an accurate record of all actions or, if possible, nominate a dedicated data recorder to do so.

Torphins Community Help Emergency Response Team Structure



4.3 Role Checklists

Checklists for each of the team roles outlined above are included with this plan in the appendices and can be found at **Appendix C**.

These checklists are meant as a guide and are not finite. In addition to the tasks outlined in the checklists, the Response Team may be given additional tasks by the Aberdeenshire Council Marr Area Manager/EPO and Police Scotland, depending on the nature of the incident and the prevailing circumstances. Not all incidents may require a full Response Team callout and the checklists may help in those circumstances. Paper copies of these checklists with tick boxes will be available to aid the response.

The Team Leader will have overall responsibility for managing the community response and will decide if extra or fewer volunteers and resources are required as the situation progresses.

4.4 Other Volunteers

There is a bank of local volunteers who can be contacted to assist with the TORCH response.

All volunteers who report for duty should be given a risk assessment and briefing before deployment. They will be given tasks appropriate to their skills, fitness levels, clothing, and equipment.

For safety reasons, all volunteers who are given tasks away from the designated refuge centre MUST work in pairs. No volunteers will be allowed to go out on a task on their own.

Volunteers will be briefed on the current situation, what the task is, how it will be done, the safety measures in place and who to report to once the task is completed or if they encounter any issues.

4.5 Continuity

Appropriate measures should be taken to ensure continuity of response, particularly during severe weather/loss of utilities incidents. The Response Team Leaders and Coordinators should all have designated deputies and rotas agreed for all volunteers with rest breaks.

A full briefing should be carried out for all Response Team members and volunteers before any handover.

4.6 Facilities & Equipment

Limited facilities are available to provide shelter and warmth along with basic hot food and drinks at the Learney Hall, the Mid Deeside Church Hall and the Tornaveen Hall.

TORCH response equipment is stored at the Learney Hall in the former flat. There is also a small stock of response equipment in Tornaveen Hall. A list of the equipment is kept at each hall with copies of the response plan.

5 Stand Down

Once a community emergency has been resolved and no further response is required, the TORCH team and volunteers can be stood down, following discussing with the Response Team and, if required, Aberdeenshire Council and any other relevant authorities.

The Response Team will ensure that all volunteers are thanked and stood down and all equipment is recovered and safely stored for re-use. A note will be taken of any stocks to be replenished. The TCC Secretary will be informed that the TORCH team has stood down.

6 Debrief

Following the conclusion of the community emergency, the Response Team Leader will organise, on an appropriate date, a TORCH debrief to review the incident, discuss any lessons learned and agree action points. The findings will be logged and shared with TCC and any other interested party.