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## **GLENFARG COMMUNITY COUNCIL**

# **EMERGENCY PLAN**



This Plan has been compiled to help the community of Glenfarg (which includes Duncreevie, Drunzie and the surrounding area) prepare for and respond to emergencies.

It outlines the actions that could be taken by the community during the period between the emergency occurring and the arrival of professional help e.g., the police, the fire service, ambulance crews, SSE engineers, etc.

It should be noted the role of the community is limited and in no way replaces the role of the emergency services and other responders.

When dealing with an emergency Community Councillors and volunteers must be aware of their limitations and must take care not to put themselves or others in danger.

# **GLENFARG EMERGENCY PLAN**

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## RECORD OF AMENDMENTS

AMENDMENT NO	DATE INSERTED	INSERTED BY (NAME)

## **Distribution of Copies:**

Glenfarg Community Council:

1. CClr Dave Arnold
2. CClr Alex Johnston
3. CClr Donald MacKenzie (Chairman)
4. CClr Daniel Horsman
5. CClr Margaret Ponton
6. CClr Janet Watson (Secretary)
7. CClr Gillian Vaughan
8. CClr Robert Duncan
9. Spare – to be held in the emergency equipment locker
10. Spare – to be held in the emergency equipment locker

Perth & Kinross Council:

11. PKC Health, Safety & Wellbeing Manager

## **Data Protection:**

This Plan contains personal information in Appendix D (List of Vulnerable Residents) and Appendix E (List of Volunteers / Equipment Held) so complete copies are only issued to the individuals named above. They are responsible for keeping the document secure and for returning it when they leave office. A copy of the Plan minus Appendices D and E is available to all via the Glenfarg village website, [www.glenfarg.org](http://www.glenfarg.org).

## **Liability & Insurance:**

Community Councillors and Volunteers helping to deal with an emergency within the community are covered by the Public Liability / Resilience Activity Insurance Policy held by Perth & Kinross Council. That said, Community Councillors and Volunteers must be aware of their limitations and not take unreasonable action or risks that put themselves or others in danger.

## **Review and Updating of Plan:**

This Plan is to be reviewed at least once a year and updated as necessary. It should also be updated whenever there is a major change between annual reviews e.g., election of a new Community Council.

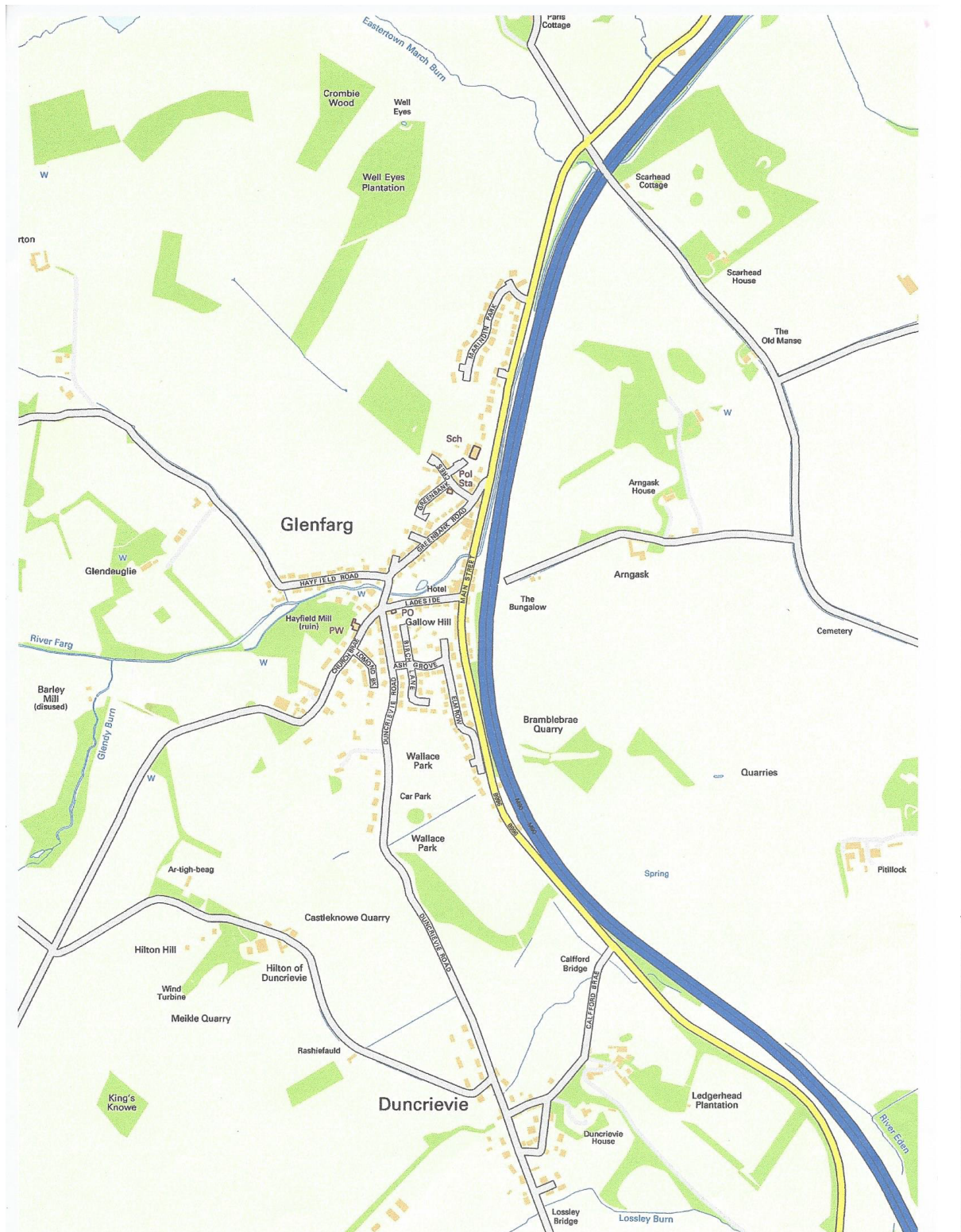


# AREA OF GLENFARG COMMUNITY COUNCIL





# MAP OF GLENFARG AND SURROUNDING AREA



# MAP OF GLENFARG SHOWING KEY FACILITIES





# MAP OF CENTRAL GLENFARG



**MAP OF DUNCRIEVIE**

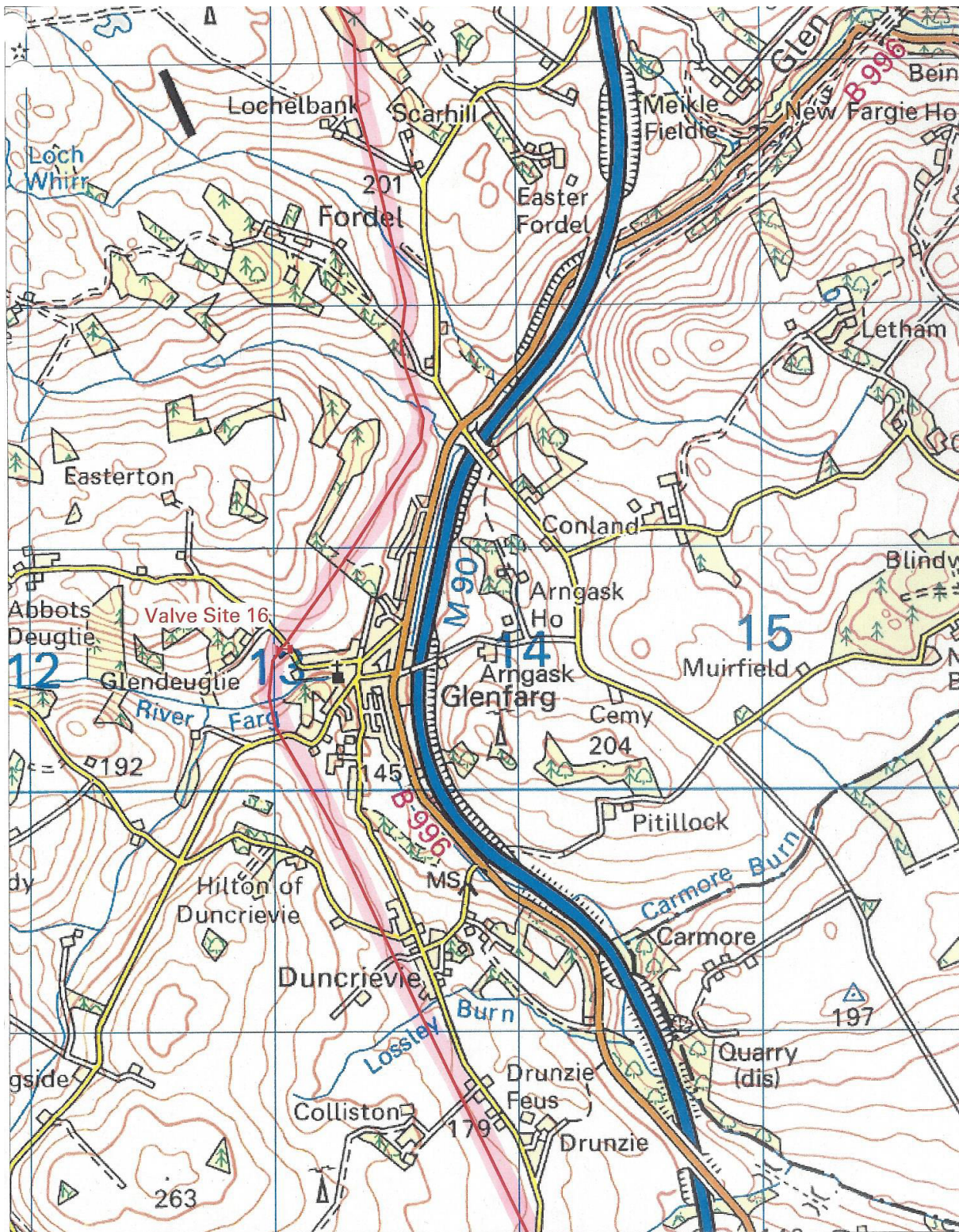
**TO BE INSERTED LATER**

**MAP OF DRUNZIE**

**TO BE INSERTED LATER**




**MAP SHOWING ROUTE OF BP PIPELINE**




**BP Wayleaves**  
 Antonine House  
 PO Box 21746  
 Callendar Business Park  
 Falkirk  
 FK1 1XR  
 Tel: 0800 281279

**Forties Pipeline System**  
**36" Forties Pipeline route at Glenfarg, Perthshire.**  
 For Information and Guidance Freephone 0800 28 12 79

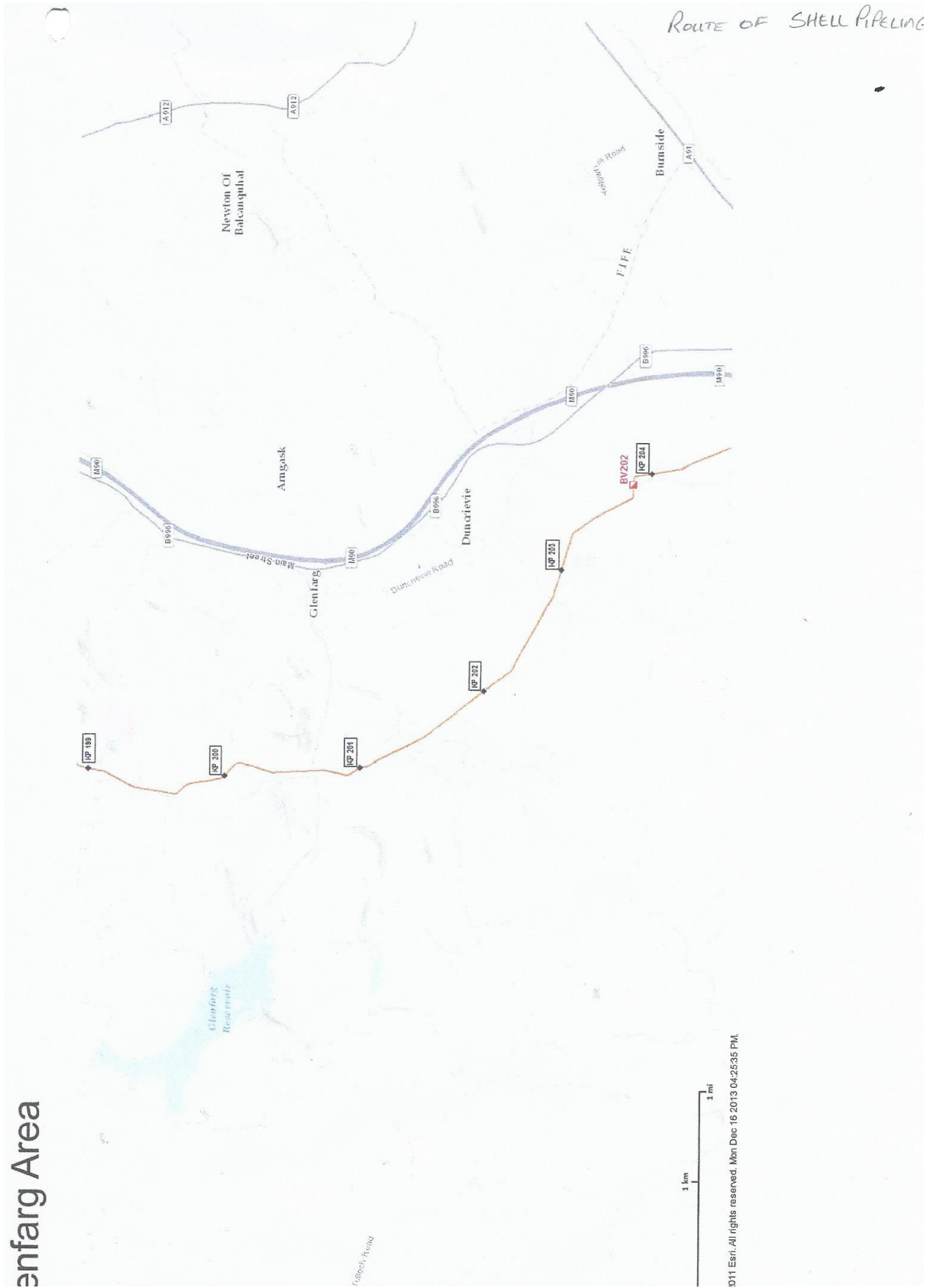
This plan shows the approximate location of BP apparatus and is provided for guidance purposes only.



Produced by BP Wayleaves Management (c) 2013.  
Printed Map Scale 1:25,000 (OS 1:25,000)



MAP SHOWING ROUTE OF SHELL PIPELINE



## A LIST OF POSSIBLE EMERGENCIES THAT COULD BEFALL THE COMMUNITY

Notes:

1. This list is not exhaustive;
2. The emergencies are roughly graded from “could well happen” to “very unlikely to happen”.

EVENT	COMMENT
Extreme Weather: heavy snowfalls / freezing conditions / gales / heavy rainfall.	Could cause blocked roads, loss of electricity supply, road accidents, disruption to deliveries, structural damage, slip and fall accidents, etc.
Loss of electricity supply.	Would lead to the loss of all mains powered electrical equipment including lighting, heating, pumps, computers, cooking appliances, telephones, etc. In recent years storm damage to electrical pylons and cables have caused loss of electricity supply to the community. The longest outage in recent times was to Duncrievie and Drunzie in 2011 which lasted 29 hours.
Major fire.	As well as the BP and Shell pipelines (see below) there are a number of potential sources of fire within the community: Earnside Coaches keeps fuel on site, the Glenfarg Garage holds gas cylinders for welding, wood is stored in the joiners shop in Ladeside. There are also numerous domestic oil and gas tanks spread throughout the community. Oil and gas tankers are often in the community making deliveries.  There is also the potential for crop / forest fires. At least one farm fire involving pesticides and fertilisers has occurred in the recent past.
Fire / explosion resulting from a leak from either the BP or Shell pipelines	There are 2 underground pipelines carrying flammable liquids that pass close to Glenfarg, Duncrievie and Drunzie (see the maps elsewhere in this Plan). A leak from either pipeline could lead to a major explosion or fire as well as widespread contamination of land and water courses.
Flooding	Localised flooding could be caused by heavy rain, the rapid thaw of snow, an emergency discharge from the Glenfarg

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	Reservoir, debris blocking burns, culverts, bridges, etc. Homes have been flooded in Glenfarg in the past.
Major road accident	This could include a multiple pile up on the adjacent M90 motorway. The worst scenario is perhaps a road accident involving a tanker carrying hazardous / flammable materials – whether in one of the villages or on the adjacent M90 motorway.
Failure of the sewage works.	Health hazard.
Failure of potable water supply.	Health hazard.
Contamination of The Farg and other local water courses.	Possible health hazard to humans and animals. In the early 1990s sulphuric acid was accidentally released into The Farg from the Glenfarg Water Works. SEPA has also reported the slug killer – metaldehyde – being washed off fields and gardens and into local water courses. In May 2014 aluminium sulphate was leaked into The Farg, again from the Water Works.
Building collapse.	Due to storm damage, explosion, impact or neglect.
Epidemic of influenza, food poisoning or other infectious disease.	Health hazard.
Heatwave.	Health hazard. A prolonged heatwave in Glenfarg is rare although 2013 saw several weeks of uncomfortably hot weather.
Aircraft crash.	Commercial airliners pass over the area at high altitude. Light aircraft, helicopters, gliders and microlights fly over and around Glenfarg intermittently.
Missing person / child	The community may be asked to assist the police with a search for a missing person / child.
Terrorist attack / deranged lone gunman.	Very unlikely but remember Lockerbie, Dunblane, Hungerford, Whitehaven, etc.

## **LIST OF ACTIONS THAT COULD BE TAKEN BY THE COMMUNITY COUNCIL PRIOR TO A POSSIBLE EMERGENCY**

1. Continue to promote a strong, caring community. Continue to improve means of communication within the community.
2. Encourage local households and businesses to prepare for emergencies via articles in the Glenfarg Newsletter and on the village website, notices in the Village Shop and Village Hall, etc. Do annual campaigns and send out reminders (see Appendix B).
3. The Community Council becomes aware of a possible impending emergency situation e.g., severe weather, fuel shortages, electricity outages, etc. CC sends out warnings to the community to prepare and considers putting key volunteers on standby. The emergency equipment in the Village Hall is sighted/checked.

## **LIST OF ACTIONS THAT COULD BE TAKEN BY GLENFARG COMMUNITY COUNCIL FOLLOWING AN EMERGENCY**

1. Community Councillors become aware of incident / emergency.
2. Community Councillors meet (or communicate by telephone / e-mail) to assess the emergency.

Note:

- a) If a meeting is called, it should be ensured the venue has telephone and e-mail connections.
  - b) A record of all actions/telephone calls etc., should be kept from this moment on. Blank record sheets are held in the emergency locker.
3. Community Councillors alert the emergency services (police, fire, ambulance), Perth & Kinross Council, SSE, Scottish Water, SEPA, BP, Shell, etc., as appropriate giving as much information as possible i.e., where / when / what / estimated casualties, etc. **It should never be assumed someone else has alerted the Emergency Services.**
  4. Community Councillors decide if any action needs to be taken by the community pending the arrival of professional help. This could include:
    - a. Calling out local volunteers (medically trained residents, etc.);
    - b. Opening a place of safety;

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- c. Evacuating particular homes or streets;
  - d. Cordoning off specific areas;
  - e. Sending out warnings to residents;
  - f. Checking on the housebound or vulnerable;
  - g. Clearing snow so emergency vehicles can gain access;
  - h. Moving cars to allow access to fire hydrants.
5. Once the emergency services and / or other first responders are on the scene they should take charge. The role of the Community Council and local volunteers then changes to providing assistance / local knowledge to the emergency services as requested.
  6. A number of **orange** tabards are available in the Emergency Equipment Locker in the Village Hall for use of Community Councillors and volunteers. The tabards are orange to distinguish the wearers from the emergency services who wear yellow surcoats. The locker also contains safety helmets, torches, local maps, notepads, Action Record Sheets and tape for cordoning off the streets, etc.
  7. **When dealing with an incident / emergency, Community Councillors and local volunteers must not take unacceptable risks that place themselves or others in danger.**
  8. After an emergency a wash-up meeting should be held to identify any shortfalls in the Emergency Plan and any improvements that could be made.

### **Some observations about emergencies:**

*“Prepare for the unknown by studying how others in the past have coped with the unforeseeable and unpredictable.”*

**General George S Patton**

*“There is no harm in hoping for the best as long as you’ve prepared for the worst.”*

**Stephen King**

*“If anything can go wrong, it will.”*

**Murphy’s Law**

## CONTACT LIST

### Glenfarg Community Council:

NAME	LANDLINE
Dave Arnold	01577 830136
Robert Duncan	01577 830228
Daniel Horsman	01577 830067
Alex Johnston	01577 830776
Donald MacKenzie	01577 830225
Margaret Ponton	01577 830611
Janet Watson	01577 830355
Gillian Vaughan	01577 830128

### Emergency Services and Other First Responders:

Police	999
Fire & Rescue Service	999
Ambulance Service	999

#### Perth & Kinross Council:

Switchboard (Working Hours only)	01738 475000
Emergency Helpline (out of hours)	01738 625411
Emergency Response Duty Officer	07659 105740
Health, Safety & Wellbeing Officer (John Handling)	07884 475386

SSE/Scottish Hydro  
(Power Cuts / Emergency Generators) 0800 300 999

Scottish Water Helpline 0845 601 8855

Scottish Environment Protection Agency  
(SEPA) Emergency Helpline 01698 839028 or 0800 807060

BP Pipeline (24 hours) 0800 281279

Shell Pipeline (24 hours) 01779 872240

In the case of human or animal epidemics (foot and mouth, BSE, bird flu, etc.) – specialist advice / directions will come from the Government, NHS.

**Community Clubs & Organisations who could help in an emergency:**

Glenfarg Scouts	Andrew Vaughan	830128
Glenfarg WRI	Margaret Scott	830369

**Organisations outwith Glenfarg who could help in an emergency:**

These include the British Red Cross, PKAVS, the Royal Voluntary Service, etc. These organisations would be activated by PKC or the Police **not** by Glenfarg CC.

**Individuals in the community who have volunteered to help in an emergency:**

See list at Appendix E.

## RESOURCES AVAILABLE WITHIN THE COMMUNITY

### Buildings / Place of Safety:

LOCATION	AMENITIES
Village Hall	Could shelter over 100 persons. Has toilets and a small kitchen. Is fitted with a connection for an emergency generator in the event of prolonged loss of electricity supply. For access, keys held by Ced Wilkins (830300), Tim Corcoran (830879) and Village Shop (830201). NB: There is no telephone or BT connection point.
Arngask Primary School	Could shelter around 200 persons. Has toilets and a small kitchen. There is NO connection for an emergency generator. There is a BT landline.
Church Hall / Church	Could shelter around 100 persons but only has one toilet and a very basic pantry. There is NO connection for an emergency generator. No telephone.
The Glenfarg (hotel)	Could shelter over 100 persons. Has fully equipped kitchen and toilet facilities. There is NO connection for an emergency generator. There is a landline telephone.

### Other Buildings:

LOCATION	AMENITIES
The Village Shop	Food supplies.
Earnside Coaches	Transport.
Glenfarg Garage	Vehicle Repair.
Ladeside Joiners Shop	Wood products.

## Miscellaneous Resources:

Grit Bins / Grit Piles	Located throughout the community. Maintained by PKC.
Fire Hydrants	Located throughout Glenfarg, Duncrievie and Drunzie (see Appendix A).
Helicopter Landing Sites (HLS)	Glenfarg's designated HLS is the football pitch in Wallace Park. It has been used before. Details are at Appendix C. Details of the HLS were passed to Scotland's Charity Air Ambulance in August 2014. There are various fields in Duncrievie and Drunzie that could be used as an HLS but pilots must be made aware of nearby electricity pylons / cables.
Emergency Equipment Locker in Village Hall	Contains high-viz orange tabards, safety helmets, tape for cordoning, torches with spare batteries, notepads, pens, etc.
Grit Spreader	Owned by Glenfarg CC for use on pavements. The spreader is stored at the Village Shop (830201).
Public Access Defibrillator (PAD)	Located on external wall of village shop.
Clearing snow and fallen trees	This is the responsibility of Perth & Kinross Council. However, there may be circumstances that necessitate action by the community. See contact list for possible assistance / equipment available locally.
Emergency Generators	The Village Hall has a connection for a generator for use in the event of a prolonged power cut. SSE would supply the generator

	(see contact list).
Temporary Mortuary	Village Hall, Church Hall or School, Earnside Coaches could all be used depending on circumstances.
Drinking water / food / blankets / heaters	If residents have to be evacuated to a place of safety, these items would be brought in by PKC and other agencies.



## COMMUNICATIONS

Having a good means of communication during an emergency is essential and could include:

- Face-to-face meetings;
- Telephone landlines;
- Mobile telephones;
- E-mails (including GOBS, Wine Club, Neighbourhood Watch);
- Social media: Facebook, Twitter, etc;
- Village website;
- Notices in shop window, hotel, village hall;
- Local radio stations (see below);
- Local newspapers;
- Amateur radio;
- Hand delivered messages (using the Scouts or volunteers).

**But remember: if the electricity supply fails, the means of communicating within the community and to those outside the area will become limited.** Telephone landlines and many computers may become unusable, batteries for mobile phones and laptops will not be able to be recharged once they run flat.

Note: Press releases and requests to local radio stations to broadcast information or appeals would be done by the police or PKC who have the necessary contacts and expertise. To avoid any misinformation or confusion any input by Glenfarg Community Councillors should be discussed and put forward by an agreed spokesperson. The PKC Media Team can be contacted via the PKC Switchboard – 01738 475000 or via [media@pkc.gov.uk](mailto:media@pkc.gov.uk).

### RADIO STATIONS:

PKC issues alerts using the following radio stations:

Radio Heartland	FM 97.5, 106.6
Radio Tay (Perth area)	AM 1584      FM 96.4
Radio Tay (elsewhere)	AM 1161      FM 102.8
Radio Scotland	FM 92.4 – 94.7 and Medium Wave MW 810

## LIST / LOCATION OF FIRE HYDRANTS IN GLENFARG AND AREA

## GLENFARG

LOCATION	POSITION	LOCATION	POSITION
Main Street: at "Craigroyston"	On pavement	Lomond Bank: at No 1	On pavement
Main Street: bus shelter, Arngask School	On pavement	Lomond Bank: at No 7 (top of cul-de-sac)	On pavement
Main Street: at Glenfarg Garage	In road	Church Brae: at "Westholme" (end of Melville Terrace)	Middle of road
Main Street: at Glenfarg Hotel	In road		
Main Street: between speed limit signs (approx 100m south of "Ochil Cottage")	In road		
Marindin Park: at No 6	On pavement	Hayfield Road: at No 5	On pavement
Marindin Park: at No 20	On pavement	Hayfield Road: at No 12 (end of road on bend)	On grass verge
Ladeside: opposite "Burnbank"	Middle of road	Greenbank Road: outside Village Hall	Middle of road
Duncrievie Road: approx 15m south of post box	In road (may be obscured by parked cars)	Greenbank Road: at junction with Greenbank Crescent	On pavement
Duncrievie Road: opposite "Hasland"	In road 7m from pedestrian gate to park		
Duncrievie Road: at "Andanrooca" (last house on right going out of village)	In middle of road		
Birch Lane: (north side) at No 1	End of cul-de-sac on pavement	Greenbank Crescent: in front of No 50	Middle of grassed area
Birch Lane: (south side) at No 17 (on corner with Ash Grove)	On pavement	Greenbank Crescent: at No 20 (top of cul-de-sac)	On pavement next to grit box
Birch Lane: (south side) at No 16 - end of cul-de-sac	On pavement		
Elm Row: outside entrance No 1, "Ardbeg"	On pavement		
Elm Row: No 10, "Kinloch"	On pavement		
Elm Row: end of cul-de-sac between 25 and 27	On pavement between driveways		

## LIST / LOCATION OF FIRE HYDRANTS IN GLENFARG AND AREA

## DUNCRIEVIE

LOCATION	POSITION
At Lossley Cottages: (opp Birch House)	On grass verge
Opposite entrance to Duncrievie Farm	On grass verge
Duncrievie Road: at "Balbrummel"	On grass verge
Calfford Brae: 15m downhill from entrance to Normile Stables	On grass verge (may be obscured by foliage)
On B996: approx 12m from junction with Calfford Brae at bus stop	On grass verge

## DRUNZIE

LOCATION	POSITION
Junction of Hattonburn Road and track leading to Drunzie Farm (near shed of "The Sheiling")	On grass verge
On Hattonburn Road at entrance to new development	Off footpath
Opposite entrance to Colliston Farm	On grass verge

## WICKS OF BAIGLIE

LOCATION	POSITION
At entrance to "Balantyre"	Edge of road/verge
On B996 at junction with Wick of Baiglie Road	Grass verge

## ARNGASK/BEIN INN

LOCATION	POSITION
Opposite "The House of the Belled Falcons"	Grass verge
Entrance to "The Manse"	Edge of road/grass verge
Bein Inn	In car park

**ADVISING LOCAL HOUSEHOLDS AND BUSINESSES ON HOW TO PREPARE FOR AN EMERGENCY / WINTER**

As part of the Emergency Plan it is important that each individual household or business makes some basic preparations to deal with possible emergencies / winter.

In recent years Glenfarg and the surrounding area has suffered heavy snowfalls, gale force winds and electricity blackouts. It could happen again so here is some advice and suggestions to help you prepare for a bad winter and emergencies:

- ❖ If you lost your electricity supply, how will you see in the dark? How will you keep warm? How will you cook food? Do you have a log burner or a coal fire? Do you have cylinder gas?

Think about having torches (and spare batteries) handy or camping type lanterns. Consider also camping gas cookers and portable gas heaters.

Do you have a caravan you could use or can you go to a relative, neighbour or friend?

Consider whether you need a portable generator and whether you want to be able to connect it directly into your electrical circuits (our local electricians can advise).

- ❖ Keep enough food, water and other essentials in your home to last at least 3 days. Tinned and dried foods are ideal as they have a long shelf life.

Remember, if you lose your electricity supply your refrigerator and freezer will no longer work.

Think about how you will cook/reheat food if you have no electricity.

Don't forget your pet(s) – keep a couple of extra tins of pet food in your cupboard.

- ❖ If you lose your electricity supply you will also lose your television, mains radio and probably your internet connection and landline telephone. So think about how you will keep in touch. If you have a mobile phone and a storm is forecast, keep it fully charged and use it sparingly in case the electricity is off for several days.

Do you have a battery powered or wind up radio so you can listen to local news and warnings? Again, don't forget to have some spare batteries.

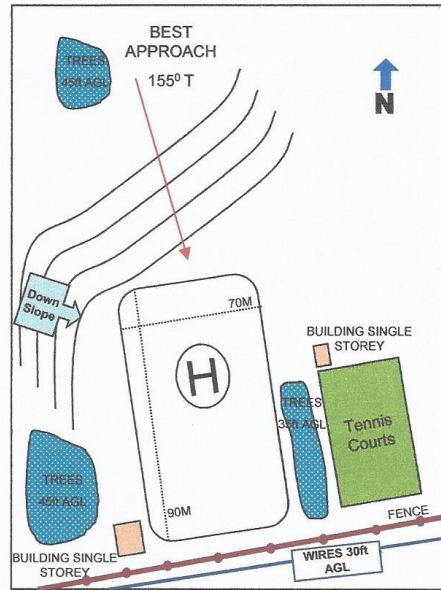
Keep emergency telephone numbers handy: NHS 24, Scottish Hydro, Scottish Water, etc. (All these are listed in the Glenfarg Newsletter and in the Glenfarg Emergency Plan).

- ❖ Do you know how to turn off your water supply and your electricity supply in an emergency?
- ❖ Do you have a snow shovel and some salt readily available?

- ❖ Driving/travel: If the weather is really bad you should consider whether you need to travel. If you cannot postpone your journey:
  - Check the weather forecast and road conditions;
  - Allow extra time;
  - Take a fully charged mobile phone;
  - Ensure your car is ready for severe weather and consider fitting winter tyres;
  - In your car carry: an ice scraper and de-icer, a torch, warm clothes and a blanket, a first aid kit, battery jump leads, a snow shovel, food and a warm drink in a flask
  
- ❖ Finally, please remember Glenfarg is a **community**, we help each other: if it is safe to do so, check on your neighbours, particularly if they are elderly, alone, vulnerable or have young children. Help each other to clear snow, do shopping, collect medicines, etc.

Further advice can be found online at [www.readyscotland.org](http://www.readyscotland.org).

## Glenfarg Helicopter Landing Site



**LOCATION**      Grid: NO 13431007      Lat & Long: 5627.5N 0339.9W

**NOTES**

Position: Glenfarg HLS utilises a sports pitch located in Wallace Park south of the village centre  
 Surface: Level, a firm base covered by short grass  
 Altitude: Approximately 476ft AMSL  
 Dimensions: Approximately 90m long by 70m wide orientated on a bearing of 155°T

**HAZARDS**

Wires to the southern end of the HLS at approximately 30ft AGL  
 Trees to East (35ft AGL) and West (45ft)  
 Sloping ground to the north  
 FOD

**ADDITIONAL INFORMATION**

Daylight operations are recommended, however, if required for use at night a standard NATO T will be erected. Lights placed 10m apart orientated to 155°T on the centre of the HLS.  
 Anecdotal evidence suggests that this site has previously been used as an HLS

Date of last survey: 26 Apr 14

Carried out by Duncan Nichol

Note: A copy of this survey was passed to the Scottish Air Ambulance at Scone Airport in August 2014.

**LIST OF VULNERABLE RESIDENTS**

This list has yet to be compiled. Once it is compiled it will only be held by the Community Councillors.

**LIST OF RESIDENTS WHO HAVE VOLUNTEERED SKILLS / EQUIPMENT / HOSPITALITY  
IN THE EVENT OF AN EMERGENCY**

This list is held by Community Councillors only.