

Preparation of a
Village Disaster Management Plan
VDMP

Arnside Cumbria UK

1 Version Control

Name	Date	Changes Made	Version
James Smith	19.01.2022	Initial Draft	0.1

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3 Why do we need a Village Disaster Management Plan (VDMP)

More frequent and extreme weather conditions, have in recent years caused loss of life, damage to essential infrastructure and personal suffering.

Our reliance on fragile supply chains to deliver food, water and energy make us increasingly vulnerable.

A premediated mitigation plan will lessen the effects of any disruption to those goods and services.

The process of engaging local residents in the preparation of such a plan will generate awareness among villagers about the identified threats and build partnerships within the village's social organizations, further promoting our community spirit and giving comfort to those who already feel isolated and vulnerable.

The aim of the VDMP is to empower us at the community level to make plans for mitigating the impact of hazards so preventing them from becoming disasters.

Disruption Events

Disruptions to our supply chains maybe through natural or manmade events.

Natural Events

- Storm Malik 01.2022 - Around 34,000 customers are still without power across the north of England and Scotland, power companies have said.
- Storm Arwen 11.2021, left 240,000 homes without power for over two weeks in the North East and Cumbria.
- Storm Desmond 12.2015 dropped a record breaking level of rainfall, causing wide spread flooding and crippling infrastructure damage. (800 bridges & 186m of roads)

Manmade Events

If heightening tensions between Europe and Russia lead to a deficiency in coal or gas for power stations, electrical blackouts or power rationing may occur.

Example Threat – Electrical Black Out

In the event of a sustained electrical power failure:

1. How many of us would be without heating?
2. How many of us would not be able to cook?
3. How many of us rely on electrical medical equipment?
 - a. Refrigerated Medicine, Heart or Lung Ventilator, Oxygen concentrator, Dialysis, Feeding pump, Automated medication, Nebuliser, Apnoea monitor, stair lift, electric bed/chair
4. How long would our water supply last without the electrical pump at the reservoir?
5. What happens to our sewage when the pumping station is without electricity?

6. How do we communicate effectively without electricity?
7. How do we define an electrical black out, after 4 or 24 hours?
8. Who will lead the teams of people that will be needed to help our vulnerable residents?
9. Who and where do these vulnerable residents live?

4 How do we create a VDMP

1. A Village Disaster Management Committee (VDMC) will be formed to perform a village risk assessment to identify threats.
2. The VDMC will create Village Task Forces (VTF's), who will be asked to design mitigation plans for the identified threats.
3. The VTF's will present their plans back to the VDMC who will compile them into VDMP.
4. The VDMC will present the VDMP to the Parish Council for its approval.
5. The VDMP will be held on-line and off-line in a paper format at various locations

4.1 Scope

The scope of the VDMP will encompass the entire village and all identified threats.

5 Preparation of the VDMP

The preparation of this document will take a considerable amount of time and effort from a cohort of people with a diverse set of skills and knowledge.

This is a fact finding mission without any finical inputs.

The document(s) will be held on-line where all the committee members and the task force members will be able to contribute and collaborate.

Most of the committee meetings will also be done virtually via virtual meetings

The process will unfold as described below.

- 5.1 [Step 1 - Form a Village Disaster Management Committee \(VDMC\)](#)
- 5.2 [Step 2 - Create a Village Profile](#)
- 5.3 [Step 3 - Perform a Village Risk and Vulnerability Assessment](#)
- 5.4 [Step 4 - Identify Threats and Hazards](#)
- 5.5 [Step 5 - Recruit Village Task Forces \(VTF's\)](#)
- 5.6 [Step 6 - Compile VTF's Mitigation Plans into a VDMP](#)
- 5.7 [Step 7 - Present VDMP to Parish Council for approval](#)
- 5.8 [Step 8 - Parish Council presents VDMP to the County Council](#)
- 5.9 [Step 9 - Identification of Gaps through Mock Drills](#)
- 5.10 [Step 10 - Updating of the VDMP](#)

6 Step 1 - Form a Village Disaster Management Committee (VDMC)

The committee should be made up of a cross section of village residents with the following skills sets:

1. Spare time to commit to the project
2. Communication, verbal and written
3. IT literate: Email, editing Word and Google Documents
4. Local knowledge, people, places, clubs and groups
5. ?

Name	Designation	Email	Phone	Address
	Chair			
	CO-Chair			
	Secretary			
	Document Editor			
	On-Line Administration			
	Member			
	Member			
	Member			
	Member			

7 Step 2 – Create a Village Profile

This will identify the demographic and geographic characteristics of the village.

7.1 Demographic

Population and its composition, do we have access to the latest village Census?

1. Total Population =
2. Sex
 - a. Male
 - b. Female
3. Age Group
 - a. 0-10
 - b. 10-20
 - c. 20-30
 - d. 30-40
 - e. 40-50
 - f. 50-60
 - g. 70-80
 - h. 80-90
 - i. 90-100
 - j. 100+
4. Able bodied

5. Infirm
6. Carers
7. Families with children/babies

7.2 Types of Occupation

1. Pre-School/Primary School
2. Secondary School
3. College
4. Working
5. Semi-Retired
6. Retired

7.3 Geographic

1. Village boundaries: Where who and what is in the village
2. Area of village in square km's
3. Geographical map of the village with its boundaries depicted
4. Text based description of the geographic location of the village
5. Latitude and Longitude boundary markers for the village
6. Distances from the other nearest Village's / Hamlets and a short description of those areas, (population, size etc)
7. Location of the hills, mountains, forests, rivers and sea in relation to the village and their distances from the village should be mentioned.
8. Agricultural Land
9. Grazing Land
10. Forest Land
11. Beach
12. Sports
13. Crops / Allotments

7.4 Local Services

Name	Name	Address	Email	Mobile Number	Distance
Coast Guard					
Educational Institutions					
Electric Sub-Station					
Fire-Station					
Health Institutions					
Internet Hub					
Other					
Police Station					
Post-Office					
Primary Health Centre (PHC)					
Primary School					
Telephone Exchange					
Veterinary Centre					

7.5 Village Access

Access Map of the Village

1. Roads

2. Bridle Paths
3. Footpaths
4. Rail
5. Boat
6. Hovercraft
7. Helicopter
8. Horse

7.6 Weather

Define Seasonal Averages for:

1. Wind Direction and Speed
2. Temperature
3. Rain Fall
4. Rivers and their flood plains

7.7 Services

7.7.1 Gas

1. Where and how is this done
2. Map of the pipe works
3. Where is the pumping station
4. How long will the supply last once the pumping station is without electricity

7.7.2 Electricity

1. Where and how is this done
 - a. Electricity North West – Individual may Sign up as a Priority Customer
2. Map of the village main circuits
3. Where is/are the sub stations

7.7.3 Sewage Disposal

1. Where and how is this done
2. Map of the pipe works
3. Where is the pumping station
4. Can its power supply be augmented in an emergency? (Portable Generator)

7.7.4 Drinking Water Sources

1. Location and capacity of village reservoirs
2. Location and capacity of feed pipes to Reservoirs and homes
3. Daily Consumption by village
4. Total village supply in days when supply is cut
5. Can its power supply be augmented in an emergency? (Portable Generator)
6. Irrigation Facilities
7. Other sources of drinking water, wells, streams, rivers.
8. Villages ability to purify water

7.7.5 Communication

1. Land Lines

2. Mobile Phone Communication
3. Internet Access
4. Road
5. Train Line

- Solid fuel burner
 - Toilets
 - Storage of Emergency supplies (food, water, equipment)
 - Alternative energy supply
 - Wheel Chair Access
 - Car Parking
- 2. Women's Institute
- 3. X3 Church's
- 4. Primary School
- 5. Bars/Cafes
- 6. Sports Club Halls
 - a. Sailing
 - b. Cricket
 - c. Football
 - d. Bowling

7.8.5 Industries

1. Farming
2. Tourism

7.8.6 Financial Institutions

1. Post Office

7.9 Sources of Emergency Food

1. Groceries Shops
2. Pubs
3. Restaurants
4. Care Homes
5. Private Home
6. Un-Occupied Holiday Homes

7.10 Health Facilities & Medical Supplies

1. Surgery
2. Chemist
3. Sports Clubs 1st Aid supplies

7.11 Communication

1. Phone
2. Mobile Phone
3. Internet
4. VHF
 - a. Who, Where
5. Ham Radio
 - a. Who, Where

7.12 Transportation & Heavy Plant

1. Tractors
2. Cherry Pickers
3. Pumps
4. Trailers
5. Trucks/Lorries
6. Generators
7. Chain Saws
8. Four Wheel Drive
9. Mini Bus
10. Camper Vans
11. People Carriers
12. Containers
13. Tankers
14. Overhead tankers
15. Jerry Cans
16. Big Vessels

7.13 Other Resources

1. Generator Set
2. Fuel
 - a. Diesel
 - b. Petrol
 - c. Gas
 - d. Wood
 - e. Coal
3. Pump Set
4. Lantern
5. Gas Light
6. Solar Light
7. Temporary Shelter
8. Tents
9. Tarpaulins

8 Step 3 – Perform Village Risk and Vulnerability Assessment

8.1 Risks & Threats - Past History of Disasters

8.1.1 Pandemic - Lock Down

1. Year of Occurrence 2020
2. Number of people affected All
3. Types of adverse effect
 - a. Stress
 - b. Mental Health
 - c. Loss of fitness

8.1.2 Tidal Surge / Storm

1. Year of Occurrence 1984
2. Number of people affected
3. Types of adverse effect
 - a. Pier severely damaged
 - b. Promenade Road, impassable
 - c. Damage to many properties on the promenade

8.1.3 Black-Out

1. Year of Occurrence 2021
2. Number of people affected Half the village
3. Types of adverse effect
 - a. Many intermittent and short lived power outages over a 12hr period

8.1.4 White-Out (Snow/Blizzard)

1. Year of Occurrence 2000?
2. Number of people affected
3. Types of adverse effect
 - a. Roads blocked
 - b. Village ran out of bread and camera film

8.1.5 Nuclear Radiation Leak

1. Year of Occurrence 1957
2. https://en.wikipedia.org/wiki/Windscale_fire
3. Number of people affected – Europe Wide
4. Types of adverse effect
 - a. 240 local additional cancer cases, with 100 to 240 of these being fatal.

8.1.6 Hypothetical Risks and Threats

1. Tsunami
2. Earthquake
3. Fire
4. Drought

5. Lightning
6. Hail Storms
7. Avalanche
8. Nuclear Radiation leak – Heysham & Sellafield

8.2 Vulnerability Analysis

8.2.1 Vulnerable Population

Types of Vulnerability

1. Blind
2. Deaf
3. Mute
4. Physically
5. Mentally Challenged
6. Pregnant
7. Reliant on outside assistance
8. People in Nursing homes
9. Reliant on electrically powered medical equipment
 - a. Scope of battery backups
10. Pregnancies
11. Single Parents
12. Destitute
13. Households living near sea/river
14. Those who are dependent on specific medication for survival

8.2.2 Vulnerable Infrastructures and Assets

1. Electrical Grid
2. Fresh Water
3. Gas
4. Sewage
5. Telephone Exchange
6. Mobile Phone Towers
7. Internet Hubs Bridges
8. Viaduct
9. Shops

8.2.3 Valuable Community Documents

Where and how are they stored?

8.2.4 Danger/Risk Points

1. Sea
2. River
3. Weak Embankments
4. Flood Defences
5. Gas Lines

9 Step 4 - Identify Threats and Hazards

Combining the Village Profile and Village Risk Assessment, document in order of impact and likelihood of occurrence the threats we wish to mitigate.

This will include defining what a threat is.

For example: When > 50% of the village has a power cut for >12hrs it is officially a Black-Out.

For example:

- 9.1.1 Black-Out
- 9.1.2 Pandemic-Lockdown
- 9.1.3 Access routes to the village blocked
- 9.1.4 Gas Cut
- 9.1.5 Water Cut
- 9.1.6 Nuclear Radiation leak

10 Step 5 - Recruit Village Task Forces (VTF's)

The Village Task Forces' (VTF's) will according to their assigned threat:

1. Analyse threat
2. Perform social and resource mapping
3. Create mitigation plans
4. Present mitigation plans to the VDMC

Example Task Forces are detailed below

- 10.1 Early Warning & Dissemination
- 10.2 Electric
- 10.3 Water
- 10.4 Gas
- 10.5 Sewage
- 10.6 Evacuation and Search & Rescue
- 10.7 Medical and First-Aid
- 10.8 Shelter Management
- 10.9 Communication - Land & Mobile Phones & Internet
- 10.10 Relief Management & Coordination
- 10.11 Damage Assessment
- 10.12 Trauma Counselling
- 10.13 Carcass Disposal

- 11 Step 6 - Compile VTF's Mitigation Plans into a VDMP
- 12 Step 7 - Present VDMP to Parish Council for approval
- 13 Step 8 - Parish Council presents VDMP to the County Council
- 14 Step 9 - Identification of Gaps through Mock Drills
- 15 Step 10 - Updating of the VDMP

16 Declaration

We, the members of the Village Disaster Management Committee (VDMC), hereby declare that, the Village Disaster Management Plan (VDMP) is prepared by us and has been approved after consultation by the Arnside Parish Council on:

Dated _____

For the saving the lives, reduction of suffering, protection of property during a disaster scenario.

We will use the VDMP as per the responsibility assigned to us.

The information's provided in this document is true and correct to the best of our knowledge and belief.

Position	Name	Signature	Date
Chairperson			
Co-Chairperson			
Secretary			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
VDMC Committee Member			
Committee Member			

Approval by the Arnside Parish Council on Date:

Arnside Parish Council Chairperson Signature:

Signatures of all Parish Councillors present:

17 Annex's

[Annex 1 – Person of Contact \(POC\)](#)

[Annex 2 - Offices in the Village](#)

[Annex 3 - Types of Vehicles/Items](#)

[Annex 4 - Social Map](#)

[Annex 5 - Evacuation Route Maps](#)

[Annex 6 - Vulnerability Maps](#)

[Annex 7 - Resource Map](#)

[Annex 8 - Roles and Responsibilities of VDMC](#)

[Annex 9 - Task Forces Members](#)

17.1 Annex 1 – Person of Contact (POC)

Important Names and Phone numbers, useful in disaster management.

1. Title: Chair of Parish Council
 - a. Name:
 - b. Email:
 - c. Phone:
 - d. Address:
 - e. Skill Set:
2. Title: Secretary of Parish Council
 - a. Name:
 - b. Email:
 - c. Phone:
 - d. Address:
3. Title: Chair of Educational Institute
 - a. Name:
 - b. Email:
 - c. Phone:
 - d. Address:
4. Title: Secretary of Educational Institute
 - a. Name:
 - b. Email:
 - c. Phone:
 - d. Address:
5. Title:
 - a. Name:
 - b. Email:
 - c. Phone:
 - d. Address:

17.2 Annex 2 - Offices in the Village

6. Name:

- a. PoC
- b. Address and Phone No:

7. Name:

- a. PoC
- b. Address and Phone No:

17.3 Annex 3 - Types of Vehicles/Items

8. Bus / Mini Bus / People Carrier

- a. Name of the Owner
- b. Address and Phone No.

9. Jeep / Four Drive

- a. Name of the Owner
- b. Address and Phone No.

10. Tractor

- a. Name of the Owner
- b. Address and Phone No.

11. Cherry Picker / Mobile Vertical lifter

- a. Name of the Owner
- b. Address and Phone No.

12. Motor Boat

- a. Name of the Owner
- b. Address and Phone No.

13. Beach Vehicle

- a. Name of the Owner
- b. Address and Phone No.

14. Other Important Items

17.4 Annex 4 - Social Map

1. Disabled People
 - a. Blind
 - b. Mute
 - c. Deaf
 - d. Wheel Chair bound
 - e. Other
2. Fragile (very old)
3. People in Care Homes
4. Retired
5. Working
6. Families with children
7. Families with babies (under 2yrs)
8. People reliant on outside help
 - a. Medical Care
 - b. Meals on Wheels

17.5 Annex 5 - Evacuation Route Maps

Maps showing Evacuation routes via:

1. Motor Vehicle
2. Train
3. Cycling
4. Walking
5. Over water

17.6 Annex 6 - Vulnerability Maps

17.6.1 Infrastructure Map

What infrastructure are we particularly dependent on?

17.6.2 Demographic Map

Which people are particularly vulnerable?

17.7 Annex 7 - Resource Map

Where are our strategic resources?

1. Shelter
2. Power
3. Food
4. Water

5. Gas
6. Storage
7. Equipment

17.8 Annex 8 - Roles and Responsibilities of VDMC

17.9 Annex 9 - Task Forces Members

Memorandum of Understanding

Do we need something like this between the Parish Council and SLDC?

This Memorandum of Understanding (MoU) is signed on this date of _____ between the District Disaster Management Authority (DDMA) of District _____ and _____ (name of the NGO).

Whereas the DDMA is called the 1st party and _____ (name of the NGO) is the second party.

Whereas _____ district desires to implement VDMP preparation in its villages.

Whereas the district administration seeks the cooperation of NGO operating in the district to get involved at village level in preparation of VDMP by organizing village level meeting at each villages as per VDMP guidelines and render social service with bonafide public interest.

Whereas NGO called _____ has been selected and shown interest in carrying out VDMP in the villages assigned to it in a time bound manner or the time fixed by district administration.

Whereas the NGO has agreed to the payment schedule for payment towards its involvement in drafting and approving the VDMP in consultation with all stakeholders of village level committee and approving the VDMP by the committee.

Whereas the 1st party viz. NGO _____ has consciously aware that VDMP would promote social and community solidarity among the villagers in preparing themselves in natural and other manmade disaster.

Whereas the empanelled NGOs called _____ has solemnly declared that it is a bonafide organization and has not been para listed/black listed by any government agencies in the past.

Whereas the NGO called _____ and district administration has entered into an agreement to execute VDMP as per the VDMP guidelines on this day of _____ 2019.

Whereas any dispute, arising of this MoU shall be subjected to the exclusive jurisdiction of the district courts.

Secretary/President of NGO (with seal) ADM/Emergency Officer (with seal) (On behalf of District Collector)

Witness

- 1.
- 2.

