

# **Barnetby- Le – Wold**

## **Parish Council**

### **Community Emergency Plan**

Adopted at a meeting of the Full Council on.....16 December 2019

Reviewed on ..... Min Ref.....

Signed by Chair of the Meeting.....Cllr Peter McKenzie-Brown

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## **Introduction:**

Emergencies like road accidents, fires and medical emergencies happen somewhere in the country almost every minute of every day and are dealt with quickly and efficiently by the emergency services.

North Lincolnshire Council and other responding organisations have emergency plans in place for larger events that stretch the resources of the emergency services and affect large numbers of people or the environment.

These procedures give an overview of how Town & Parish Councils can support their community during the response to an emergency, and importantly, how you can encourage residents to be prepared for emergencies

The Cabinet Office definition of community resilience is '...communities and individuals harnessing local resources and expertise to help themselves in an emergency in a way that complements the response of the emergency services'

## **Disclaimer:**

Whilst **Barnetby le Wold Parish Council** makes every attempt to ensure the accuracy and reliability of the information contained in this document it should not be relied upon as a substitute for formal advice from the originating bodies.

**Barnetby le Wold Parish Council** will not be responsible for any loss, however arising, from the use of, or reliance on this information.

Laws and regulations still apply during an emergency; so things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed. No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put at risk as a result of responding to the incident.

All those involved in this plan must follow the instructions and advice of the Emergency services.

# Section 1: General Plan Information

## **Purpose and Scope of the Plan**

### **Title:**

Barnetby le Wold Parish Council Community Emergency Plan. This is a generic plan to address all-risks.

### **Purpose:**

To increase community resilience to emergencies

### **Scope:**

The document provides information to assist in managing emergencies within the local community.

It is designed to help mitigate the effects of local major or minor incidents. No person is expected to carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances will anyone be put at risk as a result of responding to the incident.

All those involved in this plan will follow the instructions and advice of the emergency services.

## **Ownership, Audience and Accountability**

### **Ownership:**

This document is owned by **Barnetby le Wold Parish Council**

### **Audience**

The local community and the responding organisations are the intended audience for this document.

### **Accountability**

Accountability for this plan rests with **Barnetby le Wold Parish Council**

## **Training, Testing, Review and Maintenance**

The owner of the plan is responsible for making sure the plan complies with Data Protection (for more information see [www.ukresilience.info](http://www.ukresilience.info)).

The owner of the plan will make sure that all the people who are involved in the plan are aware of their role, and know that that they might be contacted during an emergency.

This plan will be exercised annually. **Barnetby le Wold Parish Council Chairperson** will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available by calling 01482 393056.

The plan will be reviewed annually from the date of issue. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc). **Barnetby le Wold Parish Council** will have responsibility for reviewing the emergency plan.

Any updates to the plan or lessons from incidents or exercises, should be approved by **Barnetby le Wold Parish Council** before the plan is changed.

If you have suggestions for improving this plan please contact the plan owners.

#### **Plan & Distribution and Publication of the plan:**

Electronic copies of this plan have been e-mailed to: Barnetby Parish Council Chairperson and Clerk

**A secure electronic copy of this plan is held by North Lincolnshire Council.**

Paper copies of this plan are kept in the Community Emergency Boxes located at **Barnetby Parish Village Hall, The Chair of the Council's home address see appendix 4**

A web version of the plan with the confidential information removed has been posted on [Barnetby-le-Woldpc.org.uk](http://Barnetby-le-Woldpc.org.uk) for public information.

#### **Community Emergency Team**

In the event of the plan being triggered all of the current serving members of the Parish Council will form a Community Emergency Team to help to mitigate the effects on the local community: Contact details on appendix 4

#### **When will the plan be activated?**

This plan will be activated when at least **3 members of The Barnetby Le Wold Parish Council** Community Emergency Team considers it necessary to take action in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document.

## Who can activate the plan?

Any **Two members** and the **Responsible Officer** of the current Barnetby Parish Councillors can activate this plan

## Key actions once the plan is activated

If the decision is taken to activate this plan, the plan will help mitigate the effects of major or local incidents. Please follow the key actions below.

Gather as much information about the situation as possible (**ETHANE**).

Exact location of the emergency

Type of incident

Hazards that are present or anticipated

Access routes for emergency responders

Number of people and/or properties involved (estimate)

Emergency services or other organisations already in attendance or required (e.g. police fire, ambulance, utilities etc.)

- If the situation is life-threatening dial 999.
- Take control until the emergency services arrive.
- Instruct everyone to follow the advice of the emergency services.
- At all times be aware of your own safety and the safety of those around you.
- Consider whether you can work safely and effectively from your current location or whether you need to move to an alternate location (see section 3).
- Make contact with the emergency services or North Lincolnshire Council if they are involved in the incident. Inform them of the contact number and location of the Community Emergency Team.
- Arrange for local residents to be warned of any dangers.
- Consider if it is necessary to open emergency accommodation. If so ensure there is a power supply, heat and arrange for supplies of food and drink.
- Arrange for contact to be made with the vulnerable members of community identified in Section 5 and arrange for advice / assistance to be offered.
- Arrange for the community resources / organisations identified in Section 4 to be made available as necessary.

- Tune into your local radio station (see Section 9 for a list of stations and their frequencies) and advise your community to do the same (the list of stations is also included in their copy of the Household Emergency Plan).
- Maintain regular communications with the representatives of the responding organisations on the scene

### **Community Emergency Co-Ordination Centre**

If a Community Emergency Team is brought together, to discuss the community response, they will meet at one of the following locations: Keyholders are listed on the confidential contact **appendix sheet 4**

**St. Barnabas Church Hall, St. Barnabas Road, Barnetby**

**Barnetby le Wold Village Hall, Silver Street, Barnetby**

### **Community Emergency Box**

**Barnetby le Wold Village Hall, Silver Street, Barnetby** and the home address of the **Current Chair of Barnetby Le Wold Parish Council**

It contains:

a copy of this plan,

a street map of the area,

a copy of the register of electors

a copy of the known resources within the village-from the parish survey

a torch

### **Community Emergency Shelters**

In an emergency the following location(s) is/are designated as the community emergency shelter(s). Contact details for key holders on appendix 4

#### **Venue 1**

Name: **Barnetby le Wold Village Hall,**

Address: **Silver Street, Barnetby**

#### **Facilities**

Capacity: 140

Cooking facilities: Yes

Car parking arrangements: are available

Internet No access available

## Venue 2

Name: **St. Barnabas Church Hall,**

Address: **St. Barnabas Road, Barnetby**

### Facilities

Capacity: 30

Cooking facilities: No

Car parking arrangements: are available

Internet: No access available

### Key sites within the community

Suitable location(s) for sand-bag dump

Location of sand-bag dump: **Railway Yard Kings Road Barnetby**

Suitable location(s) of hard standing for emergency vehicles:

Location of hard standing: **Victoria Road and Kings Road Barnetby**

### Community Resources

A copy of the resources of equipment such as trailers, pumps, 4wd vehicles and any community skills such as 1<sup>st</sup> aid, childcare has been produced from the community survey and is recorded in appendix 5 which includes home address and contact details

### Vulnerable People

We ask all persons to show good neighbour practice and check in on those persons around you that may need assistance. If it is not possible to do this and you are aware of any individuals that might be vulnerable then please pass this information to the rescue services

Under the Civil Contingencies Act, Category 1 and 2 responders have a duty to share information with other Category 1 and 2 responders. Information sharing is also encouraged as being good practice. We will therefore seek the assistance of the local health service and details of their contacts are in appendix 4

### Parish Council

The contact details for all Parish Councillors are recorded in appendix 4 additionally they are recorded on the Barnetby-Le-Wold Parish website [www.barnetby-le-woldpc.org.uk](http://www.barnetby-le-woldpc.org.uk)

## Emergency Numbers

- Fire, Police, Ambulance and Coastguard - **999**
- North Lincolnshire Council – **01724 296296**
- Police Non Emergency Number - **101**
- NHS Direct – **0845 46 47**
- Environment Agency Floodline – **0845 988 1188**
- Gas Emergency Service and Gas Escapes - **0800 111 999**
- Electricity Emergency Service and Supply Failures – **0845 733 1331**
- Anglian Water - **08457 145 145**
- Severn Trent Water – **0800 783 4444**
- Maritime and Coastguard Agency – **01262 672317**
- Radio Frequencies – BBC Radio Humber 95.9 FM: Lincs FM 102.2FM :Viking 96.9FM

## Section 2: Risk Response Measures

The very high risks in the Humber area are shown below

Severe Weather

Flooding

Pandemic diseases (e.g. influenza)

Industrial Accident

To help you prepare for an emergency, response measures tables are provided below. By completing the tables provided, it will assist you to take the appropriate actions in a timely manner.

**Flood Risk Response Table**

<b>Location at Risk</b>	<b>Action required before a flood</b>	<b>Action required during a flood</b>	<b>Equipment and People Required</b>	<b>Time Required</b>	<b>Any known areas of Vulnerable People affected</b>
Victoria Rd and underpass	Skegger Beck and Victoria Road  Grid inspection	2 Pumps	2 x 600gal/min Pumps  3 people	Continuous until flood water recedes	Several properties in Victoria Road
Woodland View/Chestnut Grove	Skegger Beck Inspection	Debris clearance of Skegger Beck at Victoria Rd grid	Lawn rakes 3 people	<i>One hour</i>	17 properties in Woodland View /Chestnut Grove at risk
Woodland View/Chestnut Grove	Inspection of Sumps in Woodland View/Chestnut Grove	Pump water from Sumps into Skegger Beck	2 x 600gal/min pumps  3 people	Continuous until flood water recedes	17 properties in Woodland View/Chestnut Grove at risk

- **IN AN EMERGENCY DIAL 999**
- Tune into BBC Radio Humberside (95.9 FM) or Viking FM (96.9 FM) and listen for updates on the emergency and for weather and flooding advice. Follow any emergency services advice issued.
- If you are in an area that receives flood warnings, dial Flood line on 0845 988 1188.
- Gather your Parish / Town Council Emergency Team in the pre-identified incident co ordination centre (see page 8).

- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community. Where appropriate, ask members of the team to monitor water levels from a safe distance.
- Refer to the “Flood Specific Response Measures” table above. Implement any agreed actions as appropriate. Contact the pre-identified resources and make offer of support to those that may be vulnerable.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see page 8)
- Make contact with the Emergency Services / Environment Agency / North Lincolnshire Council if they are involved in the incident.
- Arrange for contact to be made with the vulnerable members of the community that are not captured in the “Flood Specific Response Measures” as appropriate. You might want to give this task to one person within the emergency team to co-ordinate.
- Arrange for the community resources / organisations (see page 8) to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response. You might want to give this task to one person within the emergency team to co-ordinate
- Where ever possible, advise residents to:
  - Put any flood protection products they have into place
  - Move cars to higher ground
  - Make sure any valuable or sentimental items and important documents are safe Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water
  - Be prepared to evacuate if necessary:
    - Grab ‘Go bag’ and check contents.
    - Turn off electricity, gas and water supplies and unplug appliances
    - Take your mobile phone and charger.
    - Take some spare clothes.
    - Take prescribed medication with them.
    - Take cash and credit cards.
    - Lock all doors and windows.
    - If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
  - Bring caged outdoor pets inside, move all pets with their food, water, bedding and litter trays upstairs
  
  - **Keep contaminated footwear and clothing away from children**
  - **Never allow children to play in floodwater, as well as the risk of disease, manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.**
  - **If possible, always wash hands/arms/legs after coming into contact with floodwater with hot water and soap.**
- Try and provide support to residents in carrying out these actions.
  - If you have a designated emergency e-mail system, check it on a regular basis.
  - Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected if it is safe to do so.
  - Establish contact with neighbouring Parish / Town Councils and ask for / offer support if appropriate.

### Other Risks Response Table

<b>Known Location at Risk</b>	<b>Action required before incident</b>	<b>Action required during incident</b>	<b>Equipment and People Required</b>	<b>Time Required</b>	<b>Any known areas of Vulnerable People affected</b>
Kings Road from heavy snow/ice	Inspection	Salt and grit spreading	2 people plus 2 shovels and grit spreader/wheel barrow	60 minutes	Kings Road
Railway Street from rail incident	n/a	Evacuate properties within 100m of incident	3 people door knocking	30 minutes	Properties in Railway St within 100m of incident
Kings Road from rail incident	n/a	Evacuate properties within 100m of incident	3 people door knocking	30 minutes	Properties in Kings Road within 100m of incident
Woodland View From heavy snow/ice	inspection	Salt and grit spreading	2 people plus 2 shovels and grit spreader/wheel barrow	60 minutes	Woodland View
Victoria Road from heavy snow/ice	Inspection	Salt and grit spreading	2 people plus 2 shovels and grit spreader/wheel barrow	60 minutes	Victoria Road

### Other Emergency Information

Council officers may advise Town and Parish Councils if an emergency is expected. If you can, please let people in your community know what's happening and advise people to be aware of the situation.

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

Use the following advice in unusual weather conditions:

- Heavy Winds
  - Secure loose objects such as ladders and garden furniture
  - Close and securely fasten doors and windows, including garages
  - Park vehicles in a garage or in a place clear of buildings, trees and fences
  - Stay indoors if possible
  - If you need to go outside, do not walk or shelter close to buildings or trees
  - Don't carry out repairs whilst the storm is in progress
  - Do not drive unless your journey is essential and avoid exposed routes
  - Do not touch electric/telephone cables which may have been blown down
  
- Heat Wave
  - Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan
  - If you must go out, stay in the shade, wear a hat and loose fitting clothing
  - Drink plenty of fluids
  - Don't leave animals unattended in cars in warm weather
  - Seek medical help if you suffer from heat exhaustion or heat stroke. Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids
  
- Snow and Ice
  - Carry an emergency car kit – mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries)
  - Inform a friend or family member of your intended travel arrangements and expected arrival time
  - Wear a hat
  - Watch out for signs of hypothermia – uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse
  - Don't drive unless you absolutely need to

## **Appendix 1: Telephone Contact Tree**

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.

## **Appendix 2: The Multi Agency Response to a Major Incident**

### **Response to a typical major incident**

Normally the police co-ordinate the response to major incidents. When the incident moves into the recovery phase the lead co-ordination role may pass from the police to one of the other responding organisations. It could be the council, the Environment Agency or the primary care trust.

The emergency response is built from the ground up and additional layers of management are added according to the scale of the incident.

### **Operational (Bronze) co-ordination.**

The operational area is where the 'hands-on' work is done. Responding organisations work side by side at the scene.

An "inner cordon" for essential workers is set up around the immediate vicinity of the incident. The police establish an outer cordon at a safe distance around the inner cordon to provide a safe area for all responders.

### ***Tactical (Silver) co-ordination***

Large emergencies are greedy on resources. To 'do the most for the most' a level of management is needed to decide on the best tactics to employ. To achieve that a multi-agency tactical (Silver) level of management is set up. All responding organisations normally send a member of staff to attend the tactical level group. It is usually based in the police mobile 'command' vehicles within the outer cordon. But sometimes it is located away from the scene (e.g. a local police station) depending on the incident.

North Lincolnshire Council is not an emergency service. It does not have a mobile control. It co-ordinates its activities from one of its offices. It uses a trained Incident Manager to co-ordinate an Emergency Control Team made up of representatives from each involved service area.

The control team:

helps to provide a co-ordinated council response.

allows information to be shared more efficiently

allows requests for services to be actioned more quickly.

allows each service area to see how the incident affects them and decides how best to offer assistance.

The Incident Manager needs to know what's happening at the multi-agency tactical (Silver) management group. So a Forward Liaison Officer goes to the scene to be the eyes and ears of the Incident Manager. All requests from the scene for council

support are made through the Forward Liaison Officer who then speaks directly to the Incident Manager or Control Team.

The Forward Liaison Officer can:

- obtain regular position statements regarding the incident
- facilitate a swift response to a request for council services
- identify where council services can assist in the response to the incident
- assess the impact of the incident on the council and the community

The Incident Manager has access to a list of all the Parish and Town Council's that have prepared emergency plans, along with their contact details, and will make contact as soon as initial actions have been completed.

### ***Strategic (Gold) co-ordination***

Each organisation may decide to convene its own top-level strategic group.

North Lincolnshire Council has a Strategic Emergency Management Team (SEMT). Elected members provide advice to the SEMT.

To ensure there is a co-ordinated strategy across all responding organisations in the Humber area, a Strategic Co-ordination Group (SCG) is established, normally hosted and chaired by the police. They meet at a location completely detached from the scene with suitable communications and meeting facilities. For the Humber area this is normally be at Police Headquarters at Queens Gardens in Hull.

The SCG determine the multi-agency strategic issues including the management of the aftermath of the incident and the return to normality.

North Lincolnshire Council send a member of the executive to the SCG.

### **Regional co-ordination**

If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

A member of the Humber SCG would represent the Humber area on this committee.

### ***National co-ordination***

Some incidents that require national resources and co-ordination trigger central government involvement. National support is co-ordinated by the Cabinet Office Briefing Room (COBR)

**Appendix 3: Response to a Major Emergency**

