

Worlaby

Community Emergency Plan

Revised: May 2015

THIS PLAN CONTAINS PERSONAL INFORMATION THAT MUST BE TREATED AS PRIVATE AND CONFIDENTIAL.

INTRODUCTION

Events in North Lincolnshire during the winter of 2010 and the floods of December 2013 have reinforced the requirement for local action and co-ordination with relevant agencies when emergencies occur.

This plan is written to ensure our community is prepared to respond to future events regardless of cause.

Title of plan

Worlaby Community Emergency Plan

Purpose of the Plan:

To increase community resilience to emergencies.

Scope of the Plan

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. However, no person is expected to carry out any tasks or activities, for which they are not properly trained and qualified, 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

This document is owned by Worlaby Parish Council

Accountability

Accountability for this plan, including training, testing, review and maintenance, rests with Worlaby Parish Council.

Worlaby Parish Council is responsible for making sure the plan complies with Data Protection (for more information, see www.ukresilience.info).

The plan will be reviewed annually.

If you have suggestions for improving this plan please contact the Clerk to the Parish Council 07842201877 theparishcouncil@outlook.com

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PLAN DISTRIBUTION AND PUBLICATION

Electronic copies of this plan have been e-mailed to:

All Parish Councillors and the Clerk to the Parish Council

Paper copies of this plan are kept at:

The Village Hall, Grange Field, Worlaby DN 20 0NA

Worlaby Academy, Low Road Worlaby DN20 0NA

Telephone: 01652618351

A web version of the plan with the confidential information removed has been posted on www.worlaby.org.uk for public information.

Disclaimer

Whilst Worlaby Parish Council has made 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 professional bodies.

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

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SECTION 1

Activation of the Community Emergency Plan

WHEN THE PLAN WILL BE ACTIVATED

This plan will be activated when a designated member of the Community Emergency Management 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.

The Community Emergency Team will often be notified by the local authority, emergency services, residents, or dedicated roles such as Flood Wardens, of a potential emergency.

RESPONSIBILITY FOR ACTIVATING THE PLAN

Any of the following people can activate the plan:

The Chair of the Parish Council, the Vice-Chair of the Parish council or any member of the Emergency Team nominated by them.

COMMUNITY EMERGENCY TEAM

In the event of the plan being triggered the following members of the Parish/Town Council have agreed to form part of the Emergency Team who will help to reduce the effects on the community by:

- assessing the situation.
- co-ordinate the activities of your Council.
- mobilising local resources to support the community.
- maintaining links with the emergency services, the Local Authority and other responding organisations.

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COMMUNITY EMERGENCY TEAM

Name	Contact Information	Home address	E-mail address
Mr Tom Cave (Chairman)	01652618765 07770786376	Holton House Top Road	cllrtom.cave@worlabypc.org.uk
Mr Peter Jones (Vice Chair)	01652618392 07925584668	39 Top Road	cllrpeter.jones@worlabypc.org.uk
Mr Richard Bowles	01652618438	The Spinney Top Road	cllrrichard.bowles@worlabypc.org.uk
Ms Christine Fletcher	01652618220	The Old Forge Top Road	cllrchristine.fletcher@worlabypc.org.uk
Mr Don Barker	01652618965	Bluebell Cottage The Hill	cllrton.barker@worlabypc.org.uk
Mr Tony Hayes	07985037212	1A Grange Field	cllrtony.hayes@worlabypc.org.uk
Mrs Jean Smithson	01652618890	15Grange Field	cllrjean.smithson@worlabypc.org.uk

All addresses are in Worlaby

Emergency Management Team Initial Actions Checklist

KEY ACTIONS WHEN THE PLAN IS ACTIVATED

IN AN EMERGENCY DIAL 999.

Follow the Emergency Services advice at all times, and always be aware of your own safety and the safety of those around you.

- There are specific initial actions to follow for incidents involving severe weather. Please turn to **section 6**, if completed, and work through both sections together
- Gather as much information about the situation as possible - eg:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.
 - The type of support that might be needed (eg moving items upstairs, providing immediate shelter, basic household tasks).
 - Tune into your local radio station for updates.
 - Make contact with the representatives of any responding organisations at the scene.
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3). Arrange for the Incident Room to be opened as appropriate.
- Notify the emergency team and request they meet at the nominated location (see section 1)

Decide which local resources should be mobilised initially to support the community.

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- Arrange for the community resources/organisations identified in Section 2 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 may have pre-identified community coordinators already. You might want to give this task to one person within the emergency team to co-ordinate. The type of support that would be welcomed changes from emergency to emergency but might include:
 - Helping people move valuable and sentimental items upstairs.
 - Helping deploy any flood protection products they might have.
 - Providing some immediate shelter if people have had to leave their homes.
 - Looking after pets.
 - Providing lifts to family and friends.
 - Doing basic household tasks such as shopping.
- Check your designated emergency e-mail system regularly.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected.
- Help communicate any warning information messages, and recommend that [people tune into the local radio station.
- Establish contact with neighbouring Parish/Town Councils and ask for/offer support if appropriate
- Ensure that any members of your community engaged in the response are not putting themselves at risk. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.
- If the situation does not require an immediate response, request the Parish/Town Clerk to convene an urgent meeting of the Parish Council.

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Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Situation Report
- 3) Aim and Objectives of Response
- 4) Actions Required
- 5) Time of Next Meeting

Emergency Management Team

Subsequent Meeting Agenda

- 1) Any Items Requiring Urgent Attention
- BREAK OUT TIME TO ACTION URGENT ITEMS AS AGREED ABOVE
- 2) Update on Situation
 - 3) Review Aim and Objectives
 - 4) Review Outstanding Actions
 - 5) Actions Required
 - 6) Time of Next Meeting

Section 2

Community Resources available for use during an emergency

COMMUNITY INCIDENT ROOM

If an emergency team is brought together, it has been agreed that they will meet in one of the following location(s):

IDENTIFIED INCIDENT ROOM

Location	Keyholder(s)	Contact Information
The Village Hall Worlaby	Jayne Broughton	07533677148
	Don Barker	01652618965
	Jean Smithson	01652618890
St Clement's Church Worlaby	Mrs Maureen Rickwood	01652618142
	Mr Tony Hayes	07985037212
	Mrs Marjorie Ward	01652618458

EMERGENCY BOX

An emergency box is kept at Worlaby Villlage Hall, located in the document cupboard in the small meeting room. The door to the cupboard can be slid open.

The box contains: a copy of this plan; a street map of the area; paper and pens.; 6xhi-viz vests; wind up/battery operated radio; wind up/battery operated torch; wind up/ mobile phone charger.

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COMMUNITY EMERGENCY SHELTERS

Details of your emergency shelter(s) may be shared with the Emergency Services in case they need to identify a safe location to evacuate residents to.

VENUE 1

Name: Village Hall

Address: Grange Field Worlaby DN20 0NA

Map Ref: TA014136

Telephone No: N/A

Key Holder's Name: Jayne Broughton

Key Holders Address: 43 Top Road Worlaby

Key Holder's Telephone: 07533677148

Key Holder's Name: Don Barker

Key Holders Address: Bluebell Cottage, The Hill, Worlaby

Key Holder's Telephone: 01652618965

Key Holder's Name: Jean Smithson

Key Holders Address: 15 Grangefield Worlaby

Key Holder's Telephone: 01652618890

Facilities

Capacity: 100+

Cooking Facilities: Y

Car Parking Arrangements: hard standing plus ample grass parking.

Internet Access: WiFi code 9c8a45aedf

Telephone: 01652618300

Toilets: M, F & Disabled

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VENUE 2

Name: St Clement's Church

Address: Top Road Worlaby DN20 0NN

Map Ref: TA018140

Keyholders to be contacted in this order:

Key Holder's Name: Maureen Rickwood
Key Holders Address: 3 The Hill Worlaby
Key Holder's Telephone: 01652 618142

Key Holder's Name: Tony Hayes
Key Holders Address: 1A Low Road Worlaby
Key Holder's Telephone: 07985037212

Key Holder's Name: Sue Webster
Key Holders Address: 6 Main Street Worlaby
Key Holder's Telephone: 01652 618762

Key Holder's Name: Marjorie Ward
Key Holders Address: 10 Grange field Worlaby
Key Holder's Telephone: 01652 618458

Facilities

Capacity: 50+

Cooking Facilities: N

Car Parking Arrangements: Limited access, limited space

Internet Access: N

Toilets – 1 unisex

Telephone - No

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VENUE 3

Name: Village School – Worlaby Academy

Address: Low Road Worlaby DN20 0NA

Map Ref: TA014136

Telephone No: 01652618351

Key Holder's Name: Sharon Hatton (Principal)

Key Holders Address:

Key Holder's Telephone: 07415385991

Key Holder's Name: Jennifer Carter (Caretaker)

Key Holders Address:

Key Holder's Telephone: 07871508555

Facilities

Capacity: 100+

Cooking Facilities: N

Car Parking Arrangements: Secure parking on site.

Internet Access: Y

Toilets – M, F

Telephone - Yes

**SITES WITHIN THE COMMUNITY THAT COULD BE USED TO STORE
EQUIPMENT / EMERGENCY SERVICES VEHICLES ETC**

Address Recreation Ground Low Road Worlaby

Location of hard standing: At entrance to recreation ground.

Map Ref: TA012136

Address Worlaby Academy Low Road Worlaby DN20 0NA

Location of hard standing: Car park on site.

Map Ref: TA014136

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SUITABLE LOCATIONS FOR EMERGENCY INFORMATION POINTS

Locations can be pre-identified to pass information to the community during an emergency; these can be places such as community centres, the post office or the Parish notice board.

If the Parish/Town Council have a website or access to social networking sites these can be very useful in keeping everyone informed of the latest situation.

Location 1:	Parish Notice Boards
Responsible for updating	Ms Deb Hotson
Contact information for access	07842201877

Location 2:	www.worlaby.org.uk website
Responsible for updating	Ms Deb Hotson
Contact information for access	07842201877

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PEOPLE/BUSINESSES THAT HAVE OFFERED TO HELP IN AN EMERGENCY

Resources Available	Contact Details
<div data-bbox="493 674 1136 904" style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;">Information in this section is restricted</div>	

SECTION 3

**Members of the Community who may need
particular help during an emergency**

Name, Address and Contact Information - Assistance	Name, Address and Contact Information - Check
Information in this section is restricted	

SECTION 4

Warning and Informing

This section contains public information for various incident types that your Community Emergency Team may be able to help cascade to members of the community. Emergency responders may also issue advice through their website, emails to you and through radio announcements.

- 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 to be 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

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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.
- **Flooding**
 - Listen to your local radio and TV weather forecasts for advice from the emergency services.
 - Move your car to higher ground.
 - 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.
 - Turn off mains gas and electricity.
 - 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 food, water, bedding and litter trays upstairs.
 - Make sure any valuable or sentimental items and important documents are safe.

REMEMBER - We do not encourage communities to enter floodwater. Moving floodwater can be extremely powerful and easily knock people off their feet. There could also be unseen obstructions that could be hard or sharp, potentially causing serious injury, and there are risks of entanglement. Flooding can dislodge manhole covers that people could fall into and become trapped. Remember, floodwater will probably also contain raw sewage. . If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

Always wash your hands/arms/legs with hot water and soap if you do come into contact with floodwater.

DO NOT allow children to play in floodwater.

Put any flood protection in place.

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

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If people are advised to evacuate their homes

- If people are advised to evacuate their homes, try to remind people of the steps they should take:
 - Grab 'Go bag' and check contents.
 - Turn off electricity, gas and water supplies and unplug appliances.
 - Take their mobile phone and charger.
 - Take some spare clothes.
 - Take prescribed medication with them.
 - Take cash and credit cards.

 - Lock all doors and windows.

- If they leave by car, take bottled water, a duvet or blankets and tune in to the local radio for emergency advice and instructions.

SECTION 5
Additional Emergency Contacts

EMERGENCY COMMUNITY COORDINATORS

These are members of the community willing to help during an emergency, doing tasks such as door knocking, snow clearance or shopping for vulnerable people for example. In smaller communities it may be the same people that are part of the Community Emergency Team. In larger communities they may be allocated areas which they look after.

Name	Contact Information	Home address	E-mail address	Availability	Area they will co-ordinate
	Home - Work - Mobile -				
	Home - Work - Mobile -				
	Home - Work - Mobile -				
	Home - Work - Mobile -				

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DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

SOUTH FERRIBY	Contact Information	E-mail address
Roy Holloway	Home - 01652635417 Mobile- 07899906433	cllrholloway@southferribyparishcouncil.gov.uk
Alan Fisher	Home - 01652637406 Mobile -	Alansandra1@btinternet.com
Dewi Bennett	Home – Mobile -07765896669	Dewi.bennett@gmail.com
Sara Haddon	Home - Mobile -07808958957	sjhaddon@aol.com
Paul Heathfield	Home - Mobile -07988766377	heathfiep@aol.com
Dave Mouncey	Home - Mobile -07799151255	Dfmouncey@btinternet.com
Louise Ward	Home - 01652618617 Mobile -07974101583	clerk@southferribyparishcouncil.gov.uk

Another Parish	Contact Information	E-mail address
	Home - Mobile-	
	Home - Mobile -	

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	Home – Mobile -	
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Another Parish	Contact Information	E-mail address
	Home - Mobile-	
	Home - Mobile -	
	Home – Mobile -	

Another Parish	Contact Information	E-mail address
	Home - Mobile-	
	Home - Mobile -	
	Home – Mobile -	

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EXTERNAL CONTACT DETAILS - NORTH LINCOLNSHIRE AND NORTH EAST LINCOLNSHIRE AREA

- Fire, Police, Ambulance, Coastguard 999
- NHS Direct 111
- Police (Non Emergency) 101
- Fire & Rescue (Non Emergency) 01482 565333
- Anglian water 08457 919155
- Environment Agency Floodline 0845 988 1188
- Environment Agency Incident Hotline 0800 807060
- Gas (24 Hour emergency service and gas escape) 0800 111 999
- Maritime & Coastguard Agency 01262 672317
- Northern Powergrid (24 hour emergency service) 0800 375675
- Severn Trent Water 08457 500500

Radio Humberside - Tune in to 95.9FM or 1485am

www.bbc.co.uk/humber

www.metoffice.gov.uk

EXTERNAL CONTACT DETAILS - EAST RIDING OF YORKSHIRE AND HULL CITY AREA (WHERE DIFFERENT)

- Electricity Emergency Service and Supply Failures 0845 733 1331.
- Yorkshire Water 0845 124 24 24.
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SECTION 6
Severe Weather Specific Actions

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SECTION 7

Plan Publication and Information

PLAN PUBLICATION

Electronic copies of this plan have been e-mailed to:

- North Lincolnshire council heps@northlincs.gov.uk
- All members of the Community Emergency Team listed in Section 1
- The master file is held by the Clerk to the parish Council:
Deb Hotson 79 Top Road Worlaby
Mobile: 07842201877
- Backup electronic versions of this plan are kept:
- On USB memory stick in Emergency Box located in the Village Hall

Hard copies of this plan are kept:

- In the Emergency Box located in the Village Hall
- In the School on Low Road, DN20 0NA

A web version of the plan **with the confidential information removed** has been posted on www.worlaby.org for public information.

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PLAN MAINTENANCE

The plan should be reviewed every 6 months. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). Peter Jones will have responsibility for reviewing the emergency plan and should report back the Parish Council meeting to confirm that a review has taken place.

Any updates to the plan, or lessons that have been learned from exercises, should be approved by a Parish Council meeting before the plan is changed.

Peter Jones is responsible for providing an updated version of the plan to all those listed in Section 7.

PLAN EXERCISE AND REVIEW

This plan should be exercised at least once every year. The Chairman of the Parish Council will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.heps.gov.uk, or by calling 01482 393051.

The Chairman of the Parish Council should 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. Training DVDs can be found at www.heps.gov.uk

DATA PROTECTION

This plan will contain personal information once complete. Town and Parish Councils should be mindful of data protection legislation when completing and storing this plan

The clerk to the Parish Council is responsible for ensuring the plans are appropriately controlled.