

Ashby cum Fenby Parish Council

[Adopted ...3rd June 2019.....Minute Reference ...19/010-11.....](#)

Chairman's Signature.....

Community Emergency Plan

May 2019

For further information and queries regarding this plan please contact the Parish Clerk

Mrs. K Kirkham
14 Househams Lane
Legbourne
Louth
LN11 8LG

Tel: 01507 608488

Email: ashbyparishclerk@gmail.com

**IF THERE IS IMMEDIATE DANGE OR
THREAT TO LIFE PHONE 999**

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SECTION I

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 **two** of the following people can activate the plan:

- Mr John Shaw (Chair)
- Mr Nick Pettigrew (Vice Chair)
- Mrs Kim Kirkham (Clerk)

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.

Community Emergency Team

These will be the names and contact details of the members of the Town & Parish Council that will form the Emergency Team

Name	Contact Information	Home address	E-mail address	Availability
Mr John Shaw (Chairman)	Home - ██████████ Mobile - ██████████	Ashmore House, Third Lane, Ashby Cum Fenby		
Mr Nick Pettigrew (Vice-Chair)	Home - ██████████ Work - ██████████ Mobile - ██████████	Chestnut Farm House, Brigsley Road, Ashby cum Fenby		
Mr Brian Purchon	Mobile - ██████████	Field House, Main Road, Ashby cum Fenby		
Mrs Jane Thomson	Home - ██████████ Work - ██████████ Mobile - ██████████	Ash Trees, Third Lane, Ashby cum Fenby		

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.
- 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.
- Arrange for the community resources/organisations identified in Section 3 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 (eg 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.

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	Availability
Church Hall Main Road Ashby cum Fenby	Kim Kirkham (Clerk)	01507 608488	
St Peters Church Off Ashby Lane Ashby cum Fenby	Mr & Mrs Petch	01472 822671	

EMERGENCY BOX

An emergency box has been kept at the Church Hall, Main Road, Ashby cum Fenby. It contains information and the equipment that may be needed during an emergency.

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: Church Hall,

Address: Main Road, Ashby cum Fenby

Telephone No:

Key Holder's Name: Kim Kirkham

Key Holders Address: 14 Househams Lane, Legbourne LN11 8LG

Key Holder's Telephone: 01507 608488

Facilities

Capacity:

Cooking Facilities: Yes

Car Parking Arrangements: No

Internet Access: No

VENUE 2

Name: St Peters Church

Address: Off Ashby Lane, Ashby cum Fenby

Telephone No: 01472 822671

Key Holder's Name: Mr & Mrs David Petch

Key Holders Address:

Key Holder's Telephone: 01472 822671

Facilities

Capacity:

Cooking Facilities: no

Car Parking Arrangements: yes

Internet Access: no

PEOPLE/BUSINESSES THAT HAVE OFFERED TO HELP IN AN EMERGENCY

Resources Available	Contact Details
Builder and access to 4x4 vehicle	Mr Nick Pettigrew Home – [REDACTED] Mobile – [REDACTED]

COMMUNITY ORGANISATIONS OR PEOPLE WITH A SPECIAL SKILL, WHO COULD HELP DURING AN EMERGENCY

Resources Available	Organisation/Persons Name and Contact Details
Electrician	Taylor Electrics Home - [REDACTED]

Plumber	Mr Simon Dixon Mobile - [REDACTED]
Medical Professional	Dr. K Wood Home - [REDACTED]

**SECTION
3**

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

Name, Address and Contact Information	Name, Address and Contact Information
Almshouses	Mrs A. Hewitt T [REDACTED] N [REDACTED] Ashby cum Fenby

SECTION 4

Warning and Informing

his 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 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.

If people are advised to evacuate their homes

- If people are advised to evacuate their homes, or are advised to evacuate, try and 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 into the local radio for emergency advice and instructions.

SECTION 5

Additional Emergency Contacts

WARD COUNCILLOR CONTACT DETAILS – WALTHAM WARD

Name	Contact Information	Home address	E-mail address
Cllr Philip Jackson	Tel – 01472 823740	7 Kingsfield Farm Barnoldby- leBeck Grimsby North East Lincolnshire DN37 0SB	Philip.Jackson@nelincs.gov.uk
Cllr Nick Pettigrew	Tel – 01472 823225	The Old Couch House East Ravendale Grimsby North East Lincolnshire DN37 0RX	Nick.Pettigrew@nelincs.gov.uk

DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

Name	Town/Parish	Contact Information	E-mail address
Kim Kirkham	Brigsley Parish Council	Home - 01507 608488	clerk@brigsleyparishcouncil.com
Clerk to the Council	Waltham Parish Council	Work - 01472 826233	clerk@walthamparishcouncil.org.uk

OTHER USEFUL CONTACT DETAILS -

Organisation	Telephone Number	Website
• Anglian Water	• 08457 145145	• www.anglianwater.co.uk
• East Riding of Yorkshire Council	• 01482 393939	• www.eastriding.gov.uk
• Electricity Emergency Service and Supply Failures	• 08457 331331	
• Emergency Response Only – Ambulance, Coastguard, Fire and Police	• 999 • 08459 881188	• www.environmentagency.gov.uk • www.environmentagency.gov.uk
• Environment Agency Floodline	• 0800 80 70 60	• www.northerngasnetworks.co.uk
• Environment Agency Incident Hotline	• 0800 111 999	• www.hullcc.gov.uk • www.dft.gov.uk/mca
• Gas Emergency Service and Gas Escapes	• 01482 300300 • 01262 672317	• www.metoffice.gov.uk
• Hull City Council		• www.nhsdirect.nhs.uk
• Maritime and Coastguard Agency Non-Emergency	• 111	• www.nelincs.gov.uk
• MET Office	• 01472 313131	• www.northlincs.gov.uk
• NHS Direct	• 01724 297000	• www.humberside.police.uk
• North East Lincolnshire Council	• 101	• www.stwater.co.uk

- North
Lincolnshire
Council
- Police Non-
Emergency
- Severn Trent Water
- Yorkshire Water

- 0800 783 4444
- 08451 242424

- www.yorkshirewater.co.uk

Radio Humberside - Tune in to 95.9FM or 1485am - www.bbc.co.uk/humber

**SECTION
6**

Flooding Specific Actions

ADDITIONAL ACTIONS (FLOODING)




- If you are in an area that receives flood warnings, dial Floodline on 0845 988 1188 using quick dial number. Or check the Flood Information Service website - <https://flood-warning-information.service.gov.uk/>. Keep checking for updates.
- Refer to the “Flood Specific Response Measures” table. Implement any agreed actions as appropriate. Mobilise the pre-identified resources and make offer of support to those that may be vulnerable.
- 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 turn off mains gas and electricity. Be prepared to evacuate if necessary:
 - 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 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 food, water, bedding and litter trays upstairs.
 - Not to walk or drive in 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. Floodwater will probably also contain raw sewage.

- Not to walk on sea defences or riverbanks and to be aware that bridges may be dangerous to walk or drive over
- Always wash their hands/arms/legs if they do come into contact with floodwater with hot water and soap.
- 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.

- Try and provide support to residents in carrying out these actions, and to flood wardens if you have them.

MEANING OF EA FLOOD WARNING CODES

Flood Code	What it means	When it's used	What to do
	<p>Flooding is possible. Be prepared.</p>	<p>Two hours to two days in advance of flooding.</p>	<ul style="list-style-type: none"> • Be prepared to act on your flood plan. • Prepare a flood kit of essential items. • Monitor local water levels and the flood forecast on our website
	<p>Flooding is expected. Immediate action required.</p>	<p>Half an hour to one day in advance of flooding.</p>	<ul style="list-style-type: none"> • Move family, pets and valuables to a safe place. • Turn off gas, electricity and water supplies if safe to do so. • Put flood protection equipment in place.
	<p>Severe flooding. Danger to life.</p>	<p>When flooding poses a significant threat to life.</p>	<ul style="list-style-type: none"> • Stay in a safe place with a means of escape. Be ready should you need to evacuate from your home. • Co-operate with the emergency services. • Call 999 if you are in immediate danger.

FLOOD SPECIFIC RESPONSE MEASURES

Known Location at Risk	Action required before a flood	Action required during a flood	Equipment and People Required	Time Required	Any known areas of Vulnerable People affected
Main Road	Monitor ditches as appropriate	<ul style="list-style-type: none"> • Contact local authority • Advise residents if required 	2 volunteers	One morning	Alms Houses
Chapel Lane	Monitor culverts & gully as appropriate	<ul style="list-style-type: none"> • Contact local authority • Advise residents if requires 			Alms Houses
Third lane	Monitor gullies as appropriate	<ul style="list-style-type: none"> • Contact Local Authority • Advise residents if required 			
Brigsley Road	Monitor ditches as appropriate	<ul style="list-style-type: none"> • Contact Local Authority • Advise residents if required 			

MAP SHOWING THE RISK OF RIVER FLOODING



MAP SHOWIN THE RISK OF SURFACE WATER FLOODING



SECTION 7

Other risk Response Measures

Known Location at Risk	Action required before incident	Action required during incident	Equipment and People Required	Time Required	Any known areas of Vulnerable People affected
T-junction B1203	Early gritting	NELC	<ul style="list-style-type: none"> • Snow Warden/s, and supply of grit • Two volunteers to check on vulnerable people 	<ul style="list-style-type: none"> • Two hours to set up • Two hours to complete check on Vulnerable people 	Numbers 3, 7 and 9.
Access on to the A18 at the top of Thoroughfare					

SECTION 8

Plan Publication and Information

PLAN PUBLICATION

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

- heps@eastriding.gov.uk (Humber Emergency Planning Team)
- Mr John Shaw (Chair)
- Mr Nick Pettigrew
- Mrs Jane Thomson
- Mr Brian Purchon

The original electronic version of this plan is kept at:

- 14 Househams Lane, Legbourne – Kim Kirkham (Clerk)

Backup electronic versions of this plan are kept at:

- Ashmore House, Third Lane, Ashby cum Fenby - Cllr John Shaw (Chair)

Hard copies of this plan are kept at:

- Church Hall, Main Road, Ashby cum Fenby

A web version of the plan **with the confidential information removed** has been posted on <http://www.ashbycumfenbypc.com/accounts/login.aspx> for public information.

PLAN MAINTENANCE

The plan should be reviewed every year. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Clerk will have responsibility for reviewing the emergency plan and should report back the Parish/Town 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 the Parish Council before the plan is changed.

The Clerk is responsible for providing an updated version of the plan to all those listed in Section 4.

PLAN EXERCISE AND REVIEW

This plan should be exercised every two years. The Clerk 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 Clerk 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 is responsible for ensuring the plans are appropriately controlled.

