**Reedness Parish Council**



**Community Emergency Plan**

**2024**

**CONTENTS**

[Section 1 - Activation of the Community Emergency Plan 3](#_Toc373317255)

[Section 2 - Emergency Management Team Initial Actions Checklist 5](#_Toc373317258)

[Section 3 - Community Resources available for use during an emergency 8](#_Toc373317260)

[Section 4 - Warning and Informing 12](#_Toc373317265)

[Section 5 - Emergency Contact Directory 14](#_Toc373317266)

[Section 6 - Plan Publication and Information 17](#_Toc373317267)

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| Section 1 - Activation of the Community Emergency Plan |

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| 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. |

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| Responsibility for activating the plan |
| Any of the following people can activate the plan:  Richard Eastwood  Lyndsey Gibson |

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| Community Emergency team | |
| In the event of the plan being triggered the following members of the Parish/ 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.   Richard Eastwood  Laura Walker  Ken Howitt  Chris Dixon  Stephen Freeman |

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| **Community Emergency Team** | | | | |
| These will be the names and contact details of the members of the Parish Council that will form the Emergency Team | | | | |
| **Name** | **Contact Information** | **Home address** | **E-mail address** | **Availability** |
| RICHARD EASTWOOD  THE NEW VICARAGE  MAIN STREET  REEDNESS  DN14 8HG |  |  |  |  |
| LAURA WALKER  FAIRVIEW FARM  MAIN STREET  REEDNESS  DN14 8HQ |  |  |  |  |
| KEN HOWITT  ONE FATHOM  MAIN STREET  REEDNESS  DN14 8EY |  |  |  |  |
| STEPHEN FREEMAN  THE OLD PARSONAGE  MAIN STREET  REEDNESS  DN14 8HG |  |  |  |  |
| CHRIS DIXON  BRICKBARN COTTAGE  MAIN STREET  REEDNESS  DN14 8HG |  |  |  |  |

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| Section 2 - Emergency Management Team Initial Actions Checklist |

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| 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 * Decide which local resources should be mobilised initially to support the community. * <Notify the following, as appropriate: * Community Coordinators * Flood Wardens * Neighbourhood Watch Groups * 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: |

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| * 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 Clerk to convene an urgent meeting of the Parish Council.   < |

**Standard Agendas**

**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

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**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

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| Section 3 - Community Resources available for use during an emergency |

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| Community Incident Room |
| Half Moon Public House or Reedness Primary School |

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| Identified Incident Room |

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| **Location** | **Keyholder(s)** | **Contact Information** | **Availability** |
| Half Moon Public House | Andy Barrass | 07989 190948 | anytime |
| Reedness Primary School | Lyndsey Gibson | 07402 987788 | anytime |

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| Emergency Box |
| No emergency box provided as at 13/3/24 |

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| **Community Emergency Shelters** |
| Half Moon Public House  Reedness Primary School |
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| **Venue 1** |
| Half Moon Public House  Main Street  Reedness  DN14 8ET  01405 704484/07989 190948 |

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| **Venue 2** |
| Reedness Primary School  Main Street  Reedness  DN14 8HG  01405 704264 |

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| **Venue 3** |
| N/A |

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| Suitable locations for Emergency Information Points |
| Parish council notice board  Parish Council website  Facebook social media sites |

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| Section 4- Warning and Informing |

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| 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 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. |

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| Section 5 - Emergency Contact Directory |

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| Parish Councilor's not on the Emergency Management Team |

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| **Name** | **Contact Information** | | | **Home address** | | **E-mail address** |
| N/A | |  |  | |
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| Elected Members not on the Emergency Team/Parish Council |

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| **Name** | **Contact Information** | **Home address** | **E-mail address** |
| N/A |  |  |  |
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| Contact Details of Other Community Leaders that may be able to help (Faith Groups/Community Groups etc |

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| **Name** | **Contact Information** | **Home address** | **E-mail address** |
| N/A |  |  |  |
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| Details of Neighbouring Town and Parish Councils |
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| **Name** | **Town/Parish** | **Contact Information** | **E-mail address** |
| Sarah Belton  Clerk | Swinefleet PC | 07745 063696 | MARSHLANDFARM@  HOTMAIL.COM |
| James Woodcock  Clerk | Twin Rivers PC | 07724 365350 | clerk@twinrivers.org.uk |
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| Other useful Contact Details - | | |
| **Organisation** | **Telephone Number** | **Website** |
| * East Riding of Yorkshire Council * Electricity Emergency Service and Supply Failures * Emergency Response Only – Ambulance, Coastguard, Fire and Police * Environment Agency Floodline * Environment Agency Incident Hotline * Gas Emergency Service and Gas Escapes * Hull City Council * Maritime and Coastguard Agency Non-Emergency * MET Office * NHS Direct * North East Lincolnshire Council * North Lincolnshire Council * Police Non-Emergency * Yorkshire Water | 01482 393939  0800 668877  999  0845 988 1188  0800 80 70 60  0800 111 999  01482 300300  01262 672317  0370 900 0100  111  01472 313131  01724 297000  101  08451 242424 | [www.eastriding.gov.uk](http://www.eastriding.gov.uk)  WWW.NORTHERNPOWERGRID.COM  N/A  [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)  [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)  [www.northerngasnetworks.co.uk](http://www.northerngasnetworks.co.uk)  [www.hullcc.gov.uk](http://www.hullcc.gov.uk)  www.dft.gov.uk/mca  [www.metoffice.gov.uk](http://www.metoffice.gov.uk)  [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)  [www.nelincs.gov.uk](http://www.nelincs.gov.uk)  [www.northlincs.gov.uk](http://www.northlincs.gov.uk)  [www.humberside.police.uk](http://www.humberside.police.uk)  www.yorkshirewater.co.uk |
| **Radio Humberside -** Tune in to 95.9FM or 1485am - [www.bbc.co.uk/humber](http://www.bbc.co.uk/humber) | | |

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| Section 6) Plan Publication and Information |

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| Plan Publication |
| Electronic copies of this plan have been e-mailed to:  Emergency.planning@eastriding.gov.uk  The original electronic version of this plan is kept at:  Parish clerks home address  Hard copies of this plan are kept at: clerks home address |

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| Plan Maintenance |
| The plan should be reviewed every 5 years. 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 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 plan holders. |

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| Plan exercise and review | |
| This plan should be exercised every 5 years. The clerk will have responsibility for arranging the exercise.  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](http://www.heps.gov.uk) |

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| 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. |