Worlaby

Community Emergency Plan

Revised: Feb 24

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, Ann Boulton (07592) 666058
clerk@worlabyparishcouncil.gov.uk

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: (01652) 618351

A web version of the plan with the confidential information removed has been posted on www.worlabyparishcouncil.gov.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.

COMMUNITY EMERGENCY TEAM

Name	Contact Information	Home address	E-mail address
Cllr. Mike Speakman (Chair)	01652 618808	3 New Road	cllr.mspeakman@worlabyparishcouncil.gov.uk
Cllr Richard Bowles (Vice Chair)	07533 677148	The Spinney Top Road	cllr.rbowles@worlabyparishcouncil.gov.uk
Cllr Holly Truelove	01652 618392 07925 584668	Worlaby House	cllr.htruelove@worlabyparishcouncil.gov.uk
Cllr Tom Cave	01652 618765 07770 786376	Holton House	cllr.tcave@worlabyparishcouncil.gov.uk
Cllr Ian Fowler	01652 618438 07836 731537	Rochester House	cllr,ifowler@worlabyparishcouncil.gov.uk
Cllr Matt Moran		Castle Farm	Cllr.mmoran@worlabyparishcouncil.gov.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. Radio Humberside 95.9 FM
-
- 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 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.

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	Mr Richard Bowles Mrs Barbara Speakman	(07533) 677148 (01652) 618808
St Clement's Church Worlaby	Mrs Maureen Rickwood Mrs Sue Webster	(01652) 618142 (01652) 618762

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.

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:	(01652) 618300
Key Holder's Name:	Richard Bowles
Key Holders Address:	The Spinney, Top Road Worlaby
Key Holder's Telephone:	(07802) 617636
Key Holder's Name:	Mrs Barbara Speakman
Key Holders Address:	3 New Road, Worlaby
Key Holder's Telephone:	(01652) 618808
Key Holder's Name:	
Key Holders Address:	
Key Holder's Telephone:	
Key Holder's Name:	-
Key Holders Address:	
Key Holder's Telephone:	

Facilities

Capacity:	100+
Cooking Facilities:	Electric Cooker plus Portable Gas (For external use)
Car Parking Arrangements:	Hard standing plus ample grass parking.
Internet Access:	WiFi code WorlabyVH1 (…VH digit one)
Telephone:	(01652) 618300
Toilets:	Male, Female & Disabled

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

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

Facilities

Capacity:	50+
Cooking Facilities:	Hot drinks
Car Parking Arrangements:	Limited access, limited space
Internet Access:	N/A
Toilets –	I unisex
Telephone -	No

VENUE 3

Name: Village School – Worlaby Academy
Address: Low Road Worlaby DN20 0NA
Map Ref: TA014136

Telephone No: (01652) 618351

Key Holder's Name: Sharon Hatton (Principal)
Key Holders Address:
Key Holder's Telephone: (07415) 385991

Key Holder's Name: Sharon Carnaby (Caretaker)
Key Holders Address: 15 Main Street, Worlaby
Key Holder's Telephone: (07842) 282111

Facilities
Capacity: 100+
Cooking Facilities: Limited
Car Parking Arrangements: Secure parking on site.
Internet Access: Yes
Toilets – Male, Female
Internet Access Yes
Telephone - Yes (01652) 618351

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.
Parking Grass field will generally be suitable for vehicle parking.
Map Ref: TA012136

Address Worlaby Academy Low Road Worlaby DN20 0NA
Location of hard standing: Car park on site. Access from Main Street.
Map Ref: TA014136

LOCATION OF PORTABLE EQUIPMENT FOR USE IN AN EMERGENCY

1 x Burco Hot Water Tea Urn Drinks Boiler & LPG / Propane bottle

2 x 3 Head LED floodlight on tripod stand

2 x 60w LED rechargeable cordless worksite floodlight

All located at Village Hall garage storage

SUITABLE LOCATIONS FOR EMERGENCY INFORMATION POINTS

Location 1:	Parish Notice Boards
Responsible for updating	Hannah Hepworh
Contact information for access	(07908) 833239
Location 2:	www.worlabyparishcouncil.gov.uk website
Responsible for updating	Clerk to the Parish Council
Contact information for access	Clerk to the Parish Council

LOCATION OF DEFIBRILLATORS

Defibrillators are located in the following places:

Location 1: Village Hall
Grange Field Worlaby DN20 0NA
Outside the front door.
Map Ref: TA013137

Location 2: Inside Telephone Kiosk
In the centre of the village next to the war memorial and flagpole
Junction of Main Street and Top Road DN20 0NW
Map Ref: TA01538

LOCATION OF EMERGENCY PICK UP POINTS

Locations designated as emergency pick up points are:

Pick up point 1: Entrance to the Recreation Ground
Low Road Worlaby DN20 0NA
Map Ref: TA012136

Pick up point 2: At the flagpole in the centre of the village
Junction of Main Street and Top Road DN20 0NW
Map Ref: TA013138

PEOPLE/BUSINESSES THAT HAVE OFFERED TO HELP IN AN EMERGENCY

Resources Available	Contact Details
Electrical engineer Generator, water pump. Chainsaw Tractor/trailer	Richard Bowles The Spinney Top Road Worlaby Mobile – (07802) 617636
First Aid	Richard Bowles The Spinney Top Road Worlaby Mobile – (07802) 617636
General assistance especially for elderly. CRB wheelchair	Tom & Trina Cave Holton House Top Road Worlaby Home – 01652 618765
Food & Drinks. Solid fuel in house.	Tom & Trina Cave Holton House Top Road Worlaby Home – 01652 618765
Transport – Car driver Likely 4WD	Stuart Vincent Neil Vincent 1 Top Road Worlaby Home – 01652 618120
Portable gas heater Solid fuel in house Camp beds Spare bedrooms	Sue Webster Woodsmoke Cottage 6 Main Street Worlaby Home – 01652 618762 Mobile – 07923 492317

Car Driver	Peter & Carol Lax 56 Low Road Worlaby Home – 01652 618016
Chef/Catering	Peter & Carol Lax 56 Low Road Worlaby Home – 01652 618016
GeneralAssistance Organisation/catering	Mike & Barbara Speakman 3 New Road, Worlaby Home – 01652 618808

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

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 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, 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 -				

DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

SOUTH FERRIBY	Contact Information	E-mail address

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 -	

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

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 95.9 FM or 148 AM

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

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:
  Hannah Hepworth, Pond House, Clarkes Road North Killingholme, DN40 3JQ
  Mobile: (07908) 833239

- 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.worlabyparishcouncil.gov.uk for public information.

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). The Vice Chair of the Parish Council 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.

The clerk to the Parish Council 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.