

Elsham

Community Emergency Plan

Date Approved: June 2019
Date Reviewed: June 2024

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

Elsham 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 Elsham Parish Council.

Accountability

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

Elsham 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 07393 21 30 30clerk@elshamparishcouncil.gov.uk

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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, Doll Lane, Elsham DN20 0RR

A web version of the plan with the confidential information removed has been posted on <http://www.elshamparishcouncil.gov.uk> for public information.

Disclaimer

Whilst Elsham 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.

Elsham 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 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 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 | Home address | Contact Information | E-mail address |
|------------------------------------|---|-------------------------------|---|
| Cllr Sandra van Oosterhout (Chair) | 17 Church Street, Elsham DN20 0RG | 01652 681899 07817 530705 | cllr.svanoosterhout@elshamparishcouncil.gov.uk |
| Cllr Andrew Horner (Vice Chair) | 9 New Street, Elsham, DN20 0RW | 01652 680471 07940 468 404 | cllr.ahorner@elshamparishcouncil.gov.uk |
| Cllr Steve Moir | 19 Church Street, Elsham, DN20 0RG | 01652 680568 07733 198 858 | cllr.smoir@elshamparishcouncil.gov.uk |
| Cllr Jane Ewen | 11 Church Street, Elsham, DN20 0RG | 01652 680827 | cllr.jewen@elshamparishcouncil.gov.uk |
| Cllr Mark Wood | 28 Church Street, Elsham, DN20 0RG | 07908 410582 | cllr.mwood@elshamparishcouncil.gov.uk |
| Cllr Deborah Damary-Thompson | Sycamore House, 4 Maltkiln Lane, Elsham, DN20 0RL | 07890 314 003 | Cllr.ddamarythompson@elshamparishcouncil.gov.uk |

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 7** and work through both sections together
- Gather as much information about the situation as possible – e.g.:
 - 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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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 |
|------------------------------|---------------------------|---------------------|--------------|
| The Village Hall Elsham | Mrs Sandra van Oosterhout | 0781 7530705 | |
| | Mr Roland Guest | 01652 680679 | |
| All Saints Church, Elsham | John Taylor | 01652 680438 | |
| | Steve Moir | 01652 680568 | |
| | Dawn Enser | 01652 688785 | |

EMERGENCY BOX

An emergency box is kept at Elsham Village Hall, located in the cupboard with the glasses/cleaning equipment. The door to the cupboard is not locked.

The box contains: a copy of this plan; a street map of the area; paper and pens; 6 x hi-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 I

Name: Village Hall

Address: 3 Chapel Lane, Elsham, DN20 0RN

Map Ref: TA 03349 12395

Telephone No: N/A

Key Holder's Name: Sandra van Oosterhout

Key Holder's Address: 17 Church Street, Elsham DN20 0RG

Key Holder's Telephone: 0781 7530705

Key Holder's Name: Roland /Lorraine Guest

Key Holder's Address: 5 Church Street Elsham

Key Holder's Telephone: 01652 680679

Key Holder's Name:

Key Holder's Address:

Key Holder's Telephone:

Key Holder's Name:

Key Holder's Telephone:

Key Holder's Name:

Key Holder's Telephone:

Key Holder's Name:

Key Holder's Telephone:

Facilities

Capacity: 100+

Cooking Facilities: Yes

Car Parking Arrangements: Hard standing

Internet Access: No

Toilets – M, F & Disabled

Telephone – No TA 03635 12540

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VENUE 2

Name: All Saints Church

Address: Church Street, Elsham DN20 0RG

Map Ref: TA 03635 11 2550

Keyholders to be contacted in this order:

Key Holder's Name: Steve Moir
Key Holders Address: 19 Church Street, Elsham
Key Holder's Telephone: 01652 680568 / 0776 6104738

Key Holder's Name: Dawn Enser
Key Holders Address: Grenville House, 2 Dunn's Paddock, Elsham
Key Holder's Telephone: 01652 688785

Facilities

Capacity: 120

Cooking Facilities: No

Car Parking Arrangements: Limited access, limited space

Internet Access: No

Toilets - No

Telephone - No

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

Address Village Hall car park
Location of hard standing: Next to village hall
Map Ref: TA 03349 12395

Address Hunter's Lodge, 1 Church Street
Location of hard standing: behind house
Map Ref: TA 03558 12511

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 | Cllr Sandra van Oosterhout |
| Contact information for access | 01652 681899 07817 530705 |

| | |
|--------------------------------|--|
| Location 2: | www.elshamparishcouncil.gov.uk - website |
| Responsible for updating | Holly Hanson |
| Contact information for access | 07393 213030 |

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PEOPLE/BUSINESSES THAT HAVE OFFERED TO HELP IN AN EMERGENCY

| Resources Available | Contact Details |
|---|---|
| Ted Willis and Dr B Iuel Doctors | 15 Church Street |
| John and Rachel Porter, Hunter's Lodge, Elsham, 1 Church Street (bomb threat, police search advisers, medically trained, links to all emergency services) | 01652 680691 |
| Use of a 4 x 4 vehicle | Andrew Binns 2 Vicarage Lane 07967 576 283 |
| First aiders and 4 x 4 vehicle | Helen Mann – 07557 552313 Di Greenwood – 07946 313962 New Street Elsham |
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SECTION 3

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

| Name, Address and Contact Information - Assistance | Name, Address and Contact Information - Check |
|---|--|
| Residents at Astley Corner | |
| Holme Farm Residential Home | 9 Church Street, Elsham, DN200RG 01652 688755 |
| | |
| | |
| | |

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.

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- 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 - | | | | |

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DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

| SOUTH FERRIBY | Contact Information | E-mail address |
|----------------------|----------------------------|--|
| Holly Hanson - Clerk | 07393 213030 | clerk@southferribyparishcouncil.gov.uk |

| WORLABY | Contact Information | E-mail address |
|-------------------------|----------------------------|--|
| Hannah Hepworth - Clerk | Tel: 07908 833239 | clerk@worlabyparishcouncil.gov.uk |

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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 Flood line 0345 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.

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 I
- The master file is held by the Clerk to the Parish Council:
Holly Hanson, Appledore, 26 Main Street, Horkstow, Barton-upon-Humber,
DN18 6BG, Mobile: 07393 213030
- Backup electronic versions of this plan are kept by the Clerk:

Hard copies of this plan are kept:

- In the Emergency Box located in the Village Hall

A web version of the plan **with the confidential information removed** has been posted on www.elshamparishcouncil.gov.uk for public information.

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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). Sandra van Oosterhout 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.

Sandra van Oosterhout 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.