

Community Emergency Plan for the Parish of Keadby with Althorpe

2020

Updated: 15/01/20

SECTION 1: PLAN ACTIVATION

Activating the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response.

Any member of the Parish Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

- Cllr Peter Johnson
- Cllr Mick Buckley
- Cllr Lynnette Smith
- Cllr Kathryn Russell

Emergency Management Team

In the event of the plan being triggered the following Parish Councillors and members of the community have agreed to form part of the Emergency Team:

- Cllr Peter Johnson
- Cllr Mick Buckley
- Cllr Lynnette Smith
- Cllr Kathryn Russell
- Cllr Karl Fenney
- Cllr Patrick Hornsby

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST, STANDARD MEETING AGENDA & AIM AND OBJECTIVES

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 - 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 (e.g. 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)

- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve.

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

- Notify the following, as appropriate:
 - Community Coordinators / Area Wardens
 - 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.

- If there is a representative from the Emergency Services, Council or other responder working in your community, please go and introduce yourself and tell them you have activated your community emergency plan.

- 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.
- The Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking their email account and keep monitoring the Council's website.
- 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.
- Decide whether you will offer residents a key number to contact during the emergency.
- 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.
- When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective.

Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Lead
- 3) Situation Report
- 4) 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

Aim and Objectives of the Community's Emergency Response

Aim

To lessen the effects of the emergency

Objectives

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
 - People
 - Property
 - Local Businesses
 - Environment
 - Heritage
- To help vulnerable members of the community
- To engage the resources available from our delivery partners, town and parish councils, the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recovery from the emergency

Aim and Objectives of the Community's Recovery Response

Aim

- To help people help themselves to recover from an emergency

Objectives

- People:
 - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
 - feel that their home and property are safe and secure during recovery
 - have access to the information they need to make their own decisions about how they react to the situation
 - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

SECTION 3: PARISH RESOURCES

Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access
William Stephenson Memorial Hall Main Street, Althorpe, DN17 3HT	Key held by Cllr Hornsby 11 High Street Althorpe and by the Clerk 18 Woodgarr Avenue Keadby
St Oswald's Hall, Station Road Keadby DN17 3EX	Keys held by: Mrs C Brown 3 South Bank, Keadby Telephone 01724 784462 Mrs I Stones 12 Derrythorpe Road Althorpe. Telephone 01724 783497

Emergency Box location and contents

The Parish Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

Locations	Contents	How to Access
William Stephenson Memorial Hall Main Street, Althorpe, DN17 3HT	<ul style="list-style-type: none"> • a copy of this plan. • a street map of the area. • Paper and pens. • the register of electors. • wind up/battery operated radio. • wind up/battery operated torch • wind up/ mobile phone charger. 	
St Oswald's Hall, Station Road Keadby DN17 3EX		

Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements. Consider a mutual aid agreement with a neighbouring parish if you have no suitable facilities.

Location	How to Access
William Stephenson Memorial Hall Main Street, Althorpe, DN17 3HT will seat 60 Facilities: Kitchen and toilets	Key held by Cllr Hornsby 11 High Street Althorpe and by the Clerk 18 Woodgarr Avenue Keadby
St Oswald's Hall Station Road Keadby DN17 3BN will seat 100 Facilities: Kitchen and toilets	Keys held by: Mrs C Brown 3 South Bank, Keadby Telephone 01724 784462 Mrs. I Stones 12 Derrythorpe Road Althorpe. Telephone 01724 783497
Keadby Working Man's Club Station Road DN17 3BN will seat 150 Facilities: Kitchen and toilets	Mrs Coote 6, Margaret Avenue, Keadby Tel: 01724 783621 Tracy Mc Donald 31 Station Road Keadby Tel: 07881673422
St Oswald's Church Main Street Althorpe DN17 3HX	Mrs Isobel Stones 12 Derrythorpe Road Althorpe DN17 3JD Tel: <u>01724</u> 783497

Emergency transport pick-up point(s)

The local authority will arrange transport to move people to a larger emergency shelter and these will be detailed at the time of an emergency

Public Information

The Parish Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Who can access / update?
Parish Council Website Keadbywithalthorpeparishcouncil.org.uk	All can access/updated by R Haynes, Parish Clerk
Parish Council Noticeboards: Notice Board 1) Outside Althorpe & Keadby Primary School, Keadby Notice Board 2) Outside William Stephenson Memorial Hall, Althorpe Notice Board 3) On Wall outside Holly Farm North End Keadby	Updated by Clerk Updated by Cllr Hornsby Updated by Clerk

Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999-operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location	Access Code
On wall of William Stephenson Memorial Hall, Althorpe, DN17 3HT	Instructions for use on defibrillator case
On the wall of the Keadby GP Surgery 45 Trent View, Keadby, Scunthorpe DN17 3DR	Instructions for use on defibrillator case

Hard Standing / Car Parks etc

The following locations have been identified for the emergency services and other should they need to arrange for plant, vehicles or other resources to be delivered.

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
New Generation Car Park Keadby	53.587635, -0.737121. Next to Althorpe & Keadby Primary School, Station Road, Keadby, DN17 3BN
Church Lane Althorpe	53.576760, -0.740980 Next to St Oswald's Church

SECTION 4: COMMUNITY RESOURCES

Community Groups / Church Groups / Local businesses that have offered to help in an emergency

Group / organisation / business	Support Offered
St Oswald's Church	Emergency Shelter
Keadby Working Man's Club	Emergency Shelter

Residents that have offered to help in an emergency

Name	Support Offered
Mr Richard Glue Harvest Lodge Main Street Althorpe Mobile 07947 551109	Availability of Tractor

SECTION 5: VULNERABLE PEOPLE

Residents that might require assistance in an Emergency

The following people have asked if the Parish Council can contact them during an emergency to see if they need any particular assistance.

Name	Location	Contact details
Nellie & Peter Craddock	42A Main Street Althorpe DN17 3HU	
Ray Robinson	22 Woodgarr Avenue Keadby DN17 3BZ	

Buildings / Businesses likely to shelter Vulnerable People in an Emergency

The following buildings / buildings shelter are known to shelter vulnerable people. They have their own emergency plan but the Parish Council may wish to check whether they need any assistance in an emergency.

Name	Location	Contact details
Althorpe Residential Care Home (Has its own Plan)	3 Main Street Althorpe DN17 3HU	01724 783363
Riverside Housing Care	Vermuyden Court, Althorpe, DN17 3JF	07977 502883 Caroline.fox@riverside.org.uk
ONGO Housing	Day Close, Keadby	24-hour contact centre 01724 279900
Althorpe & Keadby Primary School	Station Road Keadby DN17 3BN	01724 782344 Admin.AlthorpeKeadby@northlincs.gov.uk

Community Coordinators / Area Wardens

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

Area to be Covered	Name of Warden (leave blank if to be allocated at the time of the emergency)

SECTION 6: CONTACT DIRECTORY

(to be reviewed annually)

Community Emergency Team

Name	Address	Telephone	e-mail
Cllr Patrick Hornsby (Chairman)	11 Main Street Althorpe DN17 3HT	01724 783364	
Cllr Peter Johnson	17 Woodgarr Avenue, Keadby DN17 3BZ	01724 782596	
Cllr Kathryn Russell	10 Kelsey Lane Althorpe DN17 3HQ	01724 782813	
Cllr Lynnette Smith	Oakworth House Main Street Althorpe DN17 3HJ	01724 782618	
Cllr Mick Buckley	118, Station, Road Keadby DN17 3BN	01724 782667	

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	e-mail
Cllr Karl Fenney (Vice Chair)	Oakworth House Main Street Althorpe DN17 3HJ	01724 782618	
Cllr Geraldine Haynes	18 Woodgarr Avenue, Keadby DN17 3BZ	01724 782229	
Cllr Arthur Wills	2 Chapel Lane Keadby DN17 3EL	01724 783840	
Cllr Erika Davis	7 Chesswick Crescent Keadby DN17 3DH	01724782633	
Cllr Brian Pearson	28 Main Street, Althorpe DN17 3HH	01724 783593	
Cllr Annette Carroll	13 Main Street Althorpe	01724 784432	

	DN17 3HT		
Cllr Micah Broadbent	1 The Ropery Keadby DN17 3EB	01724 784567	
Cllr Neil Bond	13 Woodgarr Avenue Keadby DN17 3BZ	01724 629202	

Ward Councillors

Name	Address	Telephone	e-mail
Cllr John Briggs	10 Kesteven Grove Crowle DN17 4NX	01724 297519	
Cllr Julie Reed	The Jays Kings Croft Ealand DN17 3GA	01724 296513	

Neighbouring Town and Parish Councils

Name	Address	Telephone	e-mail
Gunness Parish Council	Mrs Norma Beresford 38 Old Village Street, Mrs	01724 782790	www.gunnessparishcouncil.co.uk/
Burringham Parish Council	Claire Humble 8 Hazel Croft, Immingham, North East Lincolnshire, DN40 2HG	<u>07909 693568</u>	clerk@burringhamparishcouncil.gov.uk

Updated: 10/06/19

Appendix X- Map of Parish

Keadby with Althorpe Parish Council Emergency Information

Defibrillator location:

On Wall of William Stephenson Memorial
Hall, Althorpe, DN17 3HT

Community emergency shelters:

William Stephenson Memorial Hall
Main Street, Althorpe, DN17 3HT
St Oswald's Hall Station Road
Keadby DN17 3BN
Keadby Working Man's Club Station Road
DN17 3BN

Your evacuation (transport pick up) point:
Notified during incident

Fire Service, Police, Ambulance & Coastguard	999
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service – non emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
Hull City Council	01482 300300
NHS – non-emergency	111
North East Lincolnshire Council	01472 313131
North Lincolnshire Council	01724 297000
Police – non-emergency	101
Severn Trent Water	0800 783 4444
Yorkshire Water	08451 24 24 24

If you are advised to evacuate your home by the emergency services:

- Turn off electricity, gas and water supplies and unplug appliances.
- Take your mobile phone and charger.
- Take some spare clothes.
- Take prescribed medication with them.
- Take cash and credit cards.
- Lock all doors and windows.
- If possible, take your pets with you. Otherwise, make sure they are somewhere safe with food & water.

If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

Parish Clerk telephone
07500 702506

Parish Council website:
Keadbywithalthorpeparishcouncil.org.uk

Radio Humberside – 95.9 FM