

Community Emergency Plan for the Parish of Crowle & Ealand

2020

Issued January 2020

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 Town 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 acting as The Mayor
- Cllr acting as The Deputy Mayor

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:

- All Councillors
- George Edwards, Community Support Worker
- Emma Von Sembach, Responsible Finance Officer (RFO)
- Kirsty Dunn, Town Clerk
- Any residents that returned the assistance proforma

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, County 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.
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- The County Council may be sending update emails to the Clerk who will forward to Emergency Team members. Confirm the Clerk is available or appoint a substitute who is going to keep checking their email account and keep monitoring the County 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. Post regular updates on the Town Council Facebook page and noticeboards. Be aware of any individuals affected that may not have access to these.
 - 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 Town Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective. Consider any improvements from lessons learnt.

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 Town Councillors and Ward Councillors during the emergency
- To ensure health and safety of Town 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
Crowle and Ealand Town Council Offices. 52 -54 High Street, Crowle DN17 4LB	Key held by: Kirsty Dunn, Town Clerk Emma Von Sembach, RFO
Ealand Victory Hall New Trent Street Ealand DN17 4JJ	Keys held by: Mr Rodney Mumby 296 Wharf Road Ealand 01724 711070 07907 026306

Emergency Box location and contents

The Town Council has prepared 2 emergency boxes to help the Emergency Management Team function in an emergency.

Locations	Contents	How to Access
Crowle and Ealand Town Council Offices. 52 -54 High Street, Crowle DN17 4LB And The home address of the Current Mayor	<ul style="list-style-type: none"> • a copy of this plan. • a street map of the area. • Paper and pens. • the register of electors. • Information on useful contacts within the Community – Community Resources • Information on any known vulnerable 	

	<p>persons within the Community</p> <ul style="list-style-type: none"> • wind up/battery operated radio. • wind up/battery operated torch. • wind up/ mobile phone charger. 	
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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.

Location	How to Access
Ealand Victory Hall New Trent Street Ealand DN17 4JJ	Keys held by: Mr Rodney Mumby 296 Wharf Road Ealand 01724 711070 07907 026306
Crowle Community Hall Woodland Avenue Crowle DN17 4LL	Mr Alan Rayment 34 Windsor Road DN17 4ES 07739 356488

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 Town 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?
Town Council Website www.crowleanddealandcouncil.org	All can access/updated by Town Clerk or assigned substitute
Parish Council Noticeboards:	
Notice Board 1) On Town Council Office Building	Updated by Clerk.
Notice Board 2) On wall in the Crowle Market Place	Updated by Clerk.
Notice Board 3) In Ealand Park, Wharf Road	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
Playing fields?	Instructions for use on defibrillator case
Schools	Instructions for use on defibrillator case
Market place	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
Consider at meeting	

SECTION 4: COMMUNITY RESOURCES

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

Group / organisation / business	Support Offered
	Emergency Shelter
	Emergency Shelter

Residents that have offered to help in an emergency.

Name	Support Offered
Details held in the Emergency Box	

SECTION 5: VULNERABLE PEOPLE

Residents that might require assistance in an Emergency.

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

Name	Location	Contact details

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 Town Council may wish to check whether they need any assistance in an emergency.

Name	Location	Contact details

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

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	e-mail

Ward Councillors

Name	Address	Telephone	e-mail
Cllr John Briggs	10 Kesteven Grove Crowle DN17 4NX	01724 297519	Cllr.johnbriggs@northlincs.gov.uk
Cllr Julie Reed	The Jays 3 Kings Croft Ealand DN17 4GA	01724 712490 07584 261066	Cllr.juliereed@northlincs.gov.uk

Neighbouring Town and Parish Councils

Name	Address	Telephone	e-mail
Eastoft Parish Clerk Mrs Nicola Ingleton	Thorpe House, 22 Field Rd, Crowle, Scunthorpe DN17 4HP	01724 712553	clerk@eastoftparishcouncil.org.uk

Appendix X- Map of Parish

Maps held in Emergency Box

**Crowle and Ealand Town Council
Emergency Information**

Defibrillator location:	
Community emergency shelters:	
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 supply 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.

Town Clerk telephone No is: 07483119725
Town Council website: www.crowleanddealandcouncil.org
Radio Humberside – 95.9 FM