

Community Emergency Plan for the Parish of Owston Ferry

Redacted Copy

Level Two
Updated: 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 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 George Watts
- Cllr A Parkin

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:

Name	Address	Telephone	E-mail
Cllr George Watts	20 Silver Street, Owston Ferry, DN9 1RN	01427 728384	Redacted
Cllr Ann Parkin	Depot House, South Street, Owston Ferry, DN9 1RP	01427 728153	Redacted
Cllr Glyn Brumby	Mariners House, High Street, Owston Ferry, DN9 1RL	01427 728365	Redacted
Cllr David Green	Green Acres, Gunthorpe, DN9 1BQ	07976183545	Redacted

Member of Parish Council not on Community Emergency Team

Name	Address	Telephone	E-mail
Cllr Trevor Bland	Croft End, Burnham Road, Owston Ferry, DN9 1AT	01427 728486	Redacted
Cllr Cathy Edward	63 High Street, Owston Ferry	01427 728795	Redacted
Cllr Gary Stevens	Mill House, Trentside, Owston Ferry, DN9 1RS	01427 728535	Redacted
Cllr J Temperton	3 Burnham Road, Owston Ferry, DN9 1AY	01427 728652	Redacted
Cllr Ian Walker	14 Station Road, Owston Ferry, DN9 1AW	01427 728325	Redacted
Cllr Ian Woodcock	22 Epworth Road, Owston Ferry, DN9 1AT	01427 728065	Redacted

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST

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 (see [Section 1](#) & [3](#))
- If the emergency has the potential to be drawn out consider putting in place a rota for all the roles involved. It is important to make sure people don't over work themselves during an incident as this can easily happen.
- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve. (see [Section 4](#))
- Decide which local resources should be mobilised initially to support the community. 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.
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- 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. (see [Section 3](#))
 - Help communicate any warning information messages, and recommend that people tune into the local radio station.
 - Keep the public message boards and any social media sites (Facebook, Twitter, etc.) used up to date with the latest information.
 - 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 (eg 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. (see [Section 4](#))

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	Contact Details
Coronation Hall	High Street	Redacted
St Martin's C of E School	Burnham Road	Redacted

Emergency Box location and contents

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

Location	Contents	How to Access	Contact Details
The Parish Room Coronation Hall	<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 torch 	High Street	Cllr T Bland 01427 728486

Emergency Equipment

Location	Summary of Contents	How to access	Contact Details
Mariners House High Street Owston Ferry	Chainsaw Ladders Scaffolding		Cllr G Brumby 01427 728365

3 Burnham Road, Owston Ferry	Tractor Loading Shovel Trailer		Cllr J Temperton 01427 728652
Mill House Trentside, Owston Ferry	Workshop Electrician		Cllr G Stevens 01427 728535
Croft End Burnham Road, Owston Ferry	Generator Workshop		Cllr T Bland 01427 728486

Community 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	Capacity	How to Access	Contact Details
Coronation Hall	130 Seated 200 Standing	High Street	Redacted
St Martin's C of E Primary School	200 seated (Hall and Classrooms)	Burnham Road	Redacted

Emergency transport pick-up point(s)

If the local authority arranges transport to move people to larger emergency shelters, the following locations have been identified as particularly pick up points:

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
The Coronation Hall Car Park	High Street, Owston Ferry, DN9 1RL
St Martin's Church	Church Street Owston Ferry DN9 1RG

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?	Contact Details
Parish Council Website www.owstonferrypc.org.uk	Mrs Clare Boyall Clerk	07876194049
Owston Ferry Parish Council Facebook	Cllr Ian Woodcock	07912011979
Parish Council Noticeboards: Notice Board 1) Recreation Field High Street Owston Ferry Notice Board 2) Main Street Gunthorpe	Cllr T Bland	01427 728486
List any other known community social media pages not owned by the council that you may need to share information with or monitor.	Owston Ferry Rural Watch Facebook Page	

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
Coronation Hall, High Street, Owston Ferry DN9 1RL
Telephone Box, Main Street, Gunthorpe DN9 1BQ

SECTION 4: STANDARD MEETING AGENDA & AIM AND OBJECTIVES

Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Chair of Emergency Management Team
- 3) Situation Report
- 4) Agree Aim and Objectives of Response
- 5) Actions Required to Meet Aim and Objectives
- 6) 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 to Meet Aim and Objectives
- 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 4: CONTACT DIRECTORY

(to be reviewed annually)

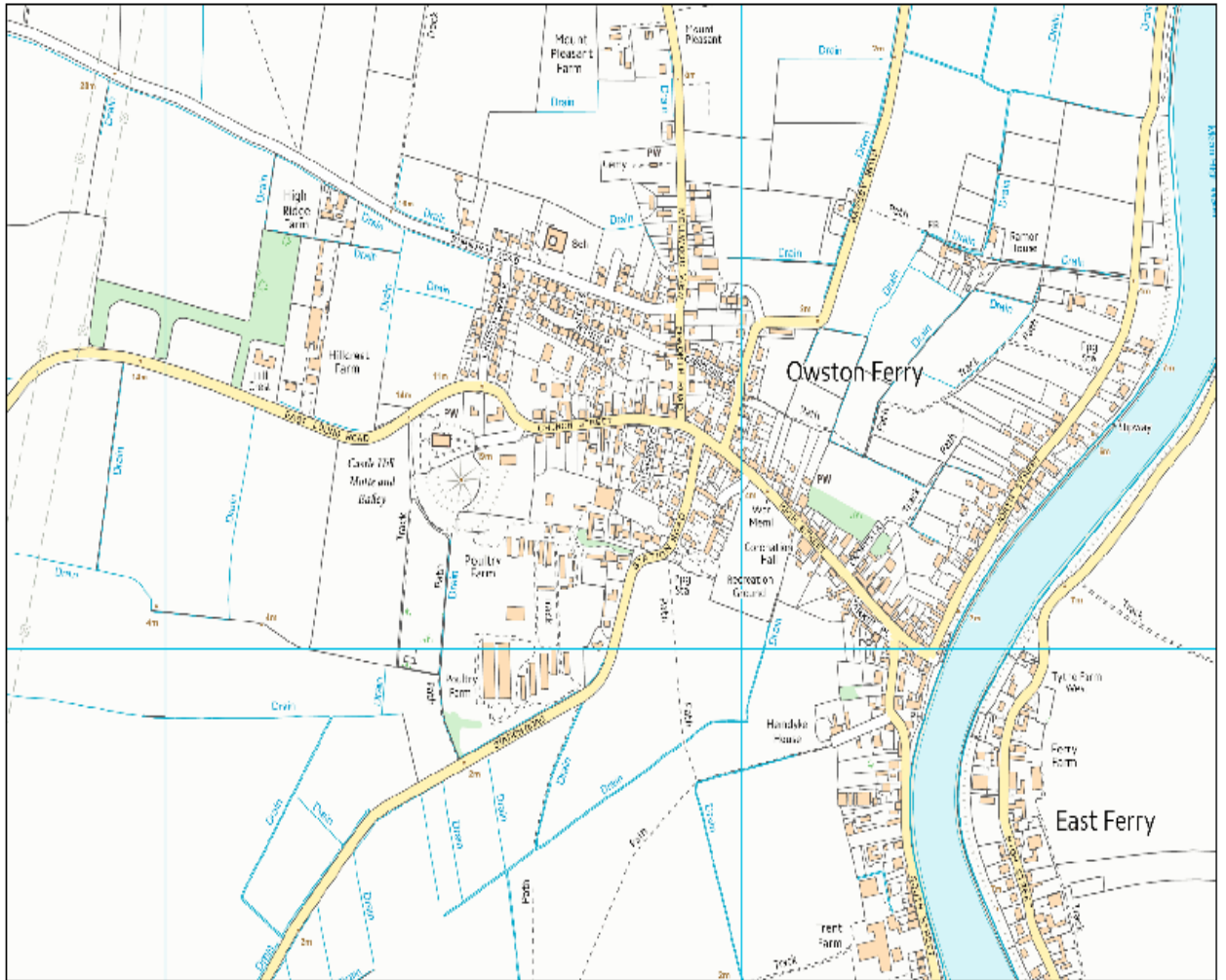
Ward Councillors

Name	Address	Telephone	E-mail
Cllr David Rose	The Willows, 14 Mill Lane, Westwoodside, DN9 2AF	07762056445	Cllr.davidrose@northlincs.gov.uk
Cllr Ron Allcock	48 Akeferry Road, Westwoodside, DN9 2DS	075575662026	Cllr.ronallcock@northlincs.gov.uk

Organisation contact details

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

MAP OF PARISH



North
Lincolnshire
Council
www.lincolnshire.gov.uk

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PLAN PUBLICATION AND INFORMATION

Plan Publication

Electronic copies of this plan have been e-mailed to:

- [<heps@eastriding.gov.uk>](mailto:heps@eastriding.gov.uk)
- Cllr T Bland, Cllr G Brumby, Cllr C Edward, Cllr D Green, Cllr A Parkin, Cllr G Stevens, Cllr J Temperton, Cllr I Walker, Cllr G Watts and Cllr I Woodcock.

The original electronic version of this plan is kept at:

- 14 Hawthorne Avenue, Dunsville, Doncaster DN7 4DW

Backup electronic versions of this plan are kept at:

- 14 Hawthorne Avenue, Dunsville, Doncaster DN7 4DW

Hard copies of this plan are kept at:

- 14 Hawthorne Avenue, Dunsville, Doncaster DN7 4DW
- Croft End, Burnham Road, Owston Ferry DN9 1AY

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

Plan Maintenance

The plan should be reviewed every year at the Annual Parish Council Meeting. 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/Town 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 at least two of the Parish Members before the plan is changed.

The Clerk is responsible for providing an updated version of the plan to all those listed in Section 1.

Plan Exercise and Review

This plan should be exercised yearly. The Chairman will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.Letsgetready.org.uk, or by calling 01482 393051.

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.

Data Protection

This plan will contain personal information once complete. Town and Parish Councils should follow their data protection procedures when completing, maintaining and storing this plan.