

# **Haxey Parish Council Community Emergency Plan**

**Owner: Haxey Parish Council**

**Updated September 2018**

**THIS PLAN CONTAINS PERSONAL INFORMATION THAT MUST BE  
TREATED AS PRIVATE AND CONFIDENTIAL.**

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## PREFACE

### Introduction

During June and July 2007 many parts of the United Kingdom suffered serious flooding following a period of unprecedented rainfall.

In December 2007, Sir Michael Pitt published an interim report on the lessons learned from the floods.

‘So, responsibility does not lie with Government or other authorities and organisations alone. The response to a major emergency is stronger if all parties work together, including communities and individuals. In major emergencies where responders are severely stretched, community resilience has an important part to play, both before, during and after the event. In preparing for an emergency, communities have an important shared local knowledge – for example, the location of doctors, vulnerable people and temporary shelter and where useful equipment is stored.

“Learning lessons from the 2007 floods. An independent review by Sir Michael Pitt. Paragraph 7.34, page 122”.

Subsequent weather events in North Lincolnshire, during the winter of 2010, have significantly reinforced the requirement for local action and co-ordination with relevant agencies.

This plan is written to ensure our community is prepared to respond to future flooding events or any other major emergency, regardless of the cause.

### Title of plan

Haxey Parish Community Emergency Plan

### Type of plan

This is a generic plan to address all-risks.

### Purpose and scope of the plan

#### **Purpose:**

To increase community resilience to emergencies.

## **Scope**

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 and audience**

### **Ownership**

This document is owned by Haxey Parish Council

### **Audience**

The local community and the responding organisations are the intended audience for this document.

## **Accountability**

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

Haxey Parish Council is responsible for making sure the plan complies with General Data Protection Regulation 2018 (for more information, see [www.ukresilience.info](http://www.ukresilience.info)).

Haxey Parish Council will 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.

The plan will be reviewed annually. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc). The CEP Committee will have responsibility for reviewing the emergency plan, in concert with the Parish Council Clerk.

Any updates to the plan or lessons from incidents or exercises, will be approved by the CEP Committee and recommended for adoption by Haxey Parish Council before the plan is changed.

If you have suggestions for improving this plan please contact the Chair of the CEP Committee, (01427 752394), or the Clerk to the Parish Council.

## PLAN DISTRIBUTION AND PUBLICATION

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

All Parish Councillors and the Clerk to the Parish Council

Paper copies of this plan are kept at:

**The Foreman Carter Centre**  
Westwoodside Playing Field  
Westwoodside  
DN9 2DX

A web version of the plan with the confidential information removed has been posted on [haxeyparish.org.uk](http://haxeyparish.org.uk) for public information.

## Disclaimer

Whilst Haxey Parish Council makes 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 originating bodies.

Haxey Parish Council will not be responsible for any loss, however arising, from the use of, or reliance on, this information.

## **SECTION 1: ACTIVATION**

### **WHEN THE PLAN WILL BE ACTIVATED**

- This plan will be activated when at least 3 Council members of the Haxey Parish Council CEP Committee consider 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.

### **IMMEDIATE ACTIONS WHEN THE PLAN IS ACTIVATED**

- If the decision is taken to activate this plan turn to Section 2 and follow the key actions.

## SECTION 2: KEY ACTIONS

**Important:** This emergency plan will help mitigate the effects of local major or minor incidents but it is important to remember there are still some overriding factors for the Community Emergency Team to consider.

Laws and regulations still apply during an emergency; so, things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.

No one should carry out any tasks or activities for which they are not properly trained and qualified and under no circumstances should anyone be put at risk as a result of responding to the incident.

All those involved in this plan must follow the instructions and advice of the emergency services.

### KEY ACTIONS

- Gather as much information about the situation as possible (**ETHANE**).

**Exact location of the emergency**

**Type of incident**

**Hazards that are present or anticipated**

**Access routes for emergency responders**

**Number of people and/or properties involved (estimate)**

**Emergency services or other organisations already in attendance or required (e.g. police fire, ambulance, utilities etc.)**

- If the situation is life-threatening dial 999.
- Take control until the emergency services arrive.
- Instruct everyone to follow the advice of the emergency services.
- At all times, be aware of your own safety and the safety of those around you.
- Consider whether you can work safely and effectively from your current location, or whether you need to move to an alternate location (see section 3).
- Contact the emergency services and/or North Lincolnshire Council if they are involved in the incident. Inform them of the contact number and location of the Community Emergency Team.
- Arrange for local residents to be warned of any dangers.

## KEY ACTIONS

- Consider if it is necessary to open emergency accommodation. If so ensure there is a power supply, heat and arrange for supplies of food and drink.
- Arrange for contact to be made with the vulnerable members of community identified in Section 5 and arrange for advice / assistance to be offered.
- Arrange for the community resources / organisations identified in Section 4 to be made available as necessary.
- Tune into your local radio station (see Section 9 for a list of stations and their frequencies) and advise your community to do the same (the list of stations is also included in their copy of the Household Emergency Plan).
- Maintain regular communications with the representatives of the responding organisations on the scene.
- Should there be a specific need to evacuate people from their homes, the **Evacuation Pickup Points** will be:
  1. **Westwoodside Playing Fields**
  2. **Westwoodside Village Hall**
  3. **Haxey Playing Fields**
  4. **Haxey Memorial Hall**
  5. **Carpenter Arms car park**
  6. **CO-OP Haxey car park**
  - **The addresses for these points can be found on page 10 of this document, with the exception of Haxey Playing Fields, which are on Haxey Lane, Haxey DN9 2ND**

### **SECTION 3: COMMUNITY EMERGENCY TEAM**

Important: The information in the boxes marked with an asterisk will be recorded in the council's emergency plans.

#### **COMMUNITY EMERGENCY TEAM \***

In the event of the plan being triggered the following members of the community have agreed to form a Community Emergency Team to help to mitigate the effects on the local community:

Councillor R. Allcock  
Councillor M. Carlile  
Councillor P. Cooke  
Councillor D. Knowles  
Councillor J. Henwood  
Councillor G. Fiddler

## COMMUNITY EMERGENCY COORDINATION CENTRE\*

If a Community Emergency Team is brought together, to discuss the community response, they will meet at one of the following locations:

### **Haxey Memorial Hall,**

High Street,  
Haxey,  
Doncaster  
DN9 2HX

### **Westwoodside Village Hall,**

Nethergate,  
Westwoodside,  
Doncaster  
DN9 2DR

Contact No: 07907852090

### **The Foreman Carter Centre**

Westwoodside Playing Field  
Westwoodside  
DN9 2DX

Contact No: 07771828727 (Richard Carter - Chairman WPFA) **OR**  
01427 752228 (0784201877) Deb Hotson – Parish Clerk)

## Community Emergency Box

Located at **The Foreman Carter Centre**

Westwoodside Playing Field  
Westwoodside  
DN9 2DX

..... containing:

- A copy of this plan
- Street maps of the area
- A copy of the electoral register
- List of other Key Contacts that may be useful in an emergency
- List of recognised contractors
- List of contact numbers for NLC, dealing with emergencies
- Stationery
- First aid box

## SECTION 4: COMMUNITY RESOURCES

### COMMUNITY EMERGENCY SHELTER\*

\*In an emergency the following locations are designated as the community emergency shelters.

#### **1.Haxey Memorial Hall**, High Street, Haxey, Doncaster DN9 2HX

Grid reference: SK71 997 GB

Keyholders: Ann Booth & Joan Young

**Facilities:**

Seats: 150

Cooking facilities: 2 Double & 1 single Cooker. 3 Refrigerators & Freezer

Car parking limited

No communications equipment

Disabled access to hall

Male & Female toilets, including infant changing facilities

#### **2.Westwoodside Village Hall**, Nethergate, Westwoodside, Doncaster DN9 2DR

Grid reference: SK 754 994

Keyholder Vivien & Andrew M'ttwamwari

**Facilities:**

Capacity: 200 – Seats 150

Cooking Facilities: Standard household kitchen.

Car Parking: 50 spaces

Toilets: 4 including disabled

Disabled access to hall

No communications equipment

#### **3. The Foreman Carter Centre**

Westwoodside Playing Field

Westwoodside

DN9 2DX

Keyholders: Richard Carter (Chairman WPFA) – 0777182827

Paul Cooke (Vice Chairman)

## COMMUNITY EMERGENCY SHELTER\*

David Knowles (Chairman Haxey PC)-07778743302

One large function room (Approx. 100 square metres)

Seats- 90

One meeting room – seats 20

One small standard kitchen including 1 stand- alone cooker, 4 rings, oven & grill as well as 1 small refrigerator

Telephone: 01427 752228

#### **4. The Stephen Jones Community Hall**

11 Low street

Haxey

Doncaster

DN9 2LA

Keyholders: Pam Layton  
Shirley Kellington  
Rita Brumby

One function/meeting room – seats 60

Double cooker – Refrigerator

Disabled access and toilets

No communication

Road parking only

**5. Westwoodside Methodist Chapel**

Nethergate  
Westwoodside  
Doncaster  
DN9 2DL

Keyholders: Keith Boardman  
Mollie Durham  
Jim Mace  
Judith Pavel-Plant

One meeting room – seats 40

Cooker – Refrigerator

Disabled access & toilet

No communication

Road parking only

**6. Low Burnham Chapel**

Epworth Road  
Low Burnham  
Epworth  
Doncaster  
DN9 1DA

Keyholders: Ann Everatt  
Deborah Smith  
Keith Pontin

1 Function room – 40 seats

Heating facility

Small kitchen area – no cooking facilities

No Water – No toilets

No communications

Car parking on road only

## COMMUNITY EMERGENCY SHELTER\*

**Defibrillators** are held at.....

Haxey Memorial Hall  
11 High Street  
Haxey  
Doncaster  
DN9 2NX

and

Westwoodside Village Hall  
Nethergate  
Westwoodside  
Doncaster  
DN9 2DR

## KEY SITES WITHIN THE COMMUNITY\*

'Floodsax' are located at:

The Allotment Site,  
Cove Road,  
Westwoodside,  
Doncaster  
DN9 2BA

Grid reference SE 739 002

## Community Resources

### **Supplies from Village Shops**

Greg and Beverley Suszczczenia,  
**Greenhill Stores**  
2, Green Hill,  
Haxey,  
Work - 01427 752273

*...and*

### **Lincolnshire Cooperative**

*High Street*  
*Haxey*  
*DN92HH*  
*01427 752121*

*....and*

### **Westwoodside Stores (NISA)**

Newbigg, Westwoodside,  
01427 752624

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**Wheldricks Pharmacy** 30, Church Street, Haxey 01427 754614

**Approved Contractors list:** Attached to rear of this document

**Snow Wardens list** Attached to rear of this document

|  |
|--|
| <b>Skills within the community</b>   |
|  |
|  |
| <b>See list attached</b>   |
| Detailed information kept under separate cover, in accordance with the General Data Protection Regulation 2018 |
|  |

**SECTION 5: VULNERABLE PEOPLE**

**VULNERABLE PEOPLE WITHIN THE COMMUNITY**

Names and addresses kept under separate cover, in accordance with The General Data Protection Regulation 2018. Contact Social Services North Lincs Council for further information.

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## SECTION 6: THE MULTI AGENCY RESPONSE TO A MAJOR INCIDENT

### Response to a typical major incident

Normally, the police co-ordinate the response to major incidents. When the incident moves into the recovery phase, the lead co-ordination role may pass from the police to one of the other responding organisations. It could be the council, the Environment Agency or the primary care trust.

The emergency response is built from the ground up and additional layers of management are added according to the scale of the incident.

#### **Operational (Bronze) co-ordination.**

The operational area is where the 'hands-on' work is done. Responding organisations work side by side at the scene.

An "inner cordon" for essential workers is set up around the immediate vicinity of the incident.

The police establish an outer cordon, at a safe distance around the inner cordon, to provide a safe area for all responders.

#### **Tactical (Silver) co-ordination**

Large emergencies are greedy on resources. To 'do the most for the most' a level of management is needed to decide on the best tactics to employ. In order to achieve that, a multi-agency tactical (Silver) level of management is set up. All responding organisations normally send a member of staff to attend the tactical level group. It is usually based in the police mobile 'command' vehicles within the outer cordon. But sometimes it is located away from the scene (e.g. local police station) depending on the incident.

North Lincolnshire Council is not an emergency service. It does not have a mobile control, but co-ordinates its activities from one of its offices and uses a trained Incident Manager to co-ordinate an Emergency Control Team, made up of representatives from each involved service area.

The control team:

- help to provide a co-ordinated council response.
- allow information to be shared more efficiently
- allow requests for services to be actioned more quickly.
- allow each service area to see how the incident affects them and
- decide how best to offer assistance.

The Incident Manager needs to know what's happening at the multi-agency tactical (Silver) management group. So, a Forward Liaison Officer goes to the scene to be the eyes and ears of the Incident Manager. All requests from the scene for council support are made through the Forward Liaison Officer who then speaks directly to the Incident Manager or Control Team.

The Forward Liaison Officer can:

- obtain regular position statements regarding the incident
- facilitate a swift response to a request for council services
- identify where council services can assist in the response to the incident
- assess the impact of the incident on the council and the community

The Incident Manager has access to a list of all the Parish and Town Council's that have prepared emergency plans, along with their contact details, and will make contact as soon as initial actions have been completed.

### **Strategic (Gold) co-ordination**

Each organisation may decide to convene its own top-level strategic group.

North Lincolnshire Council has a Strategic Emergency Management Team (SEMT). Elected members provide advice to the SEMT.

To ensure there is a co-ordinated strategy across all responding organisations in the Humber area, a Strategic Co-ordination Group (SCG) is established, normally hosted and chaired by the police. They meet at a location completely detached from the scene with suitable communications and meeting facilities. For the Humber area this will normally be at Police Headquarters at Queens Gardens in Hull.

The SCG determine the multi-agency strategic issues including the management of the aftermath of the incident and the return to normality.

North Lincolnshire Council send a member of the executive to the SCG.

### **Regional co-ordination**

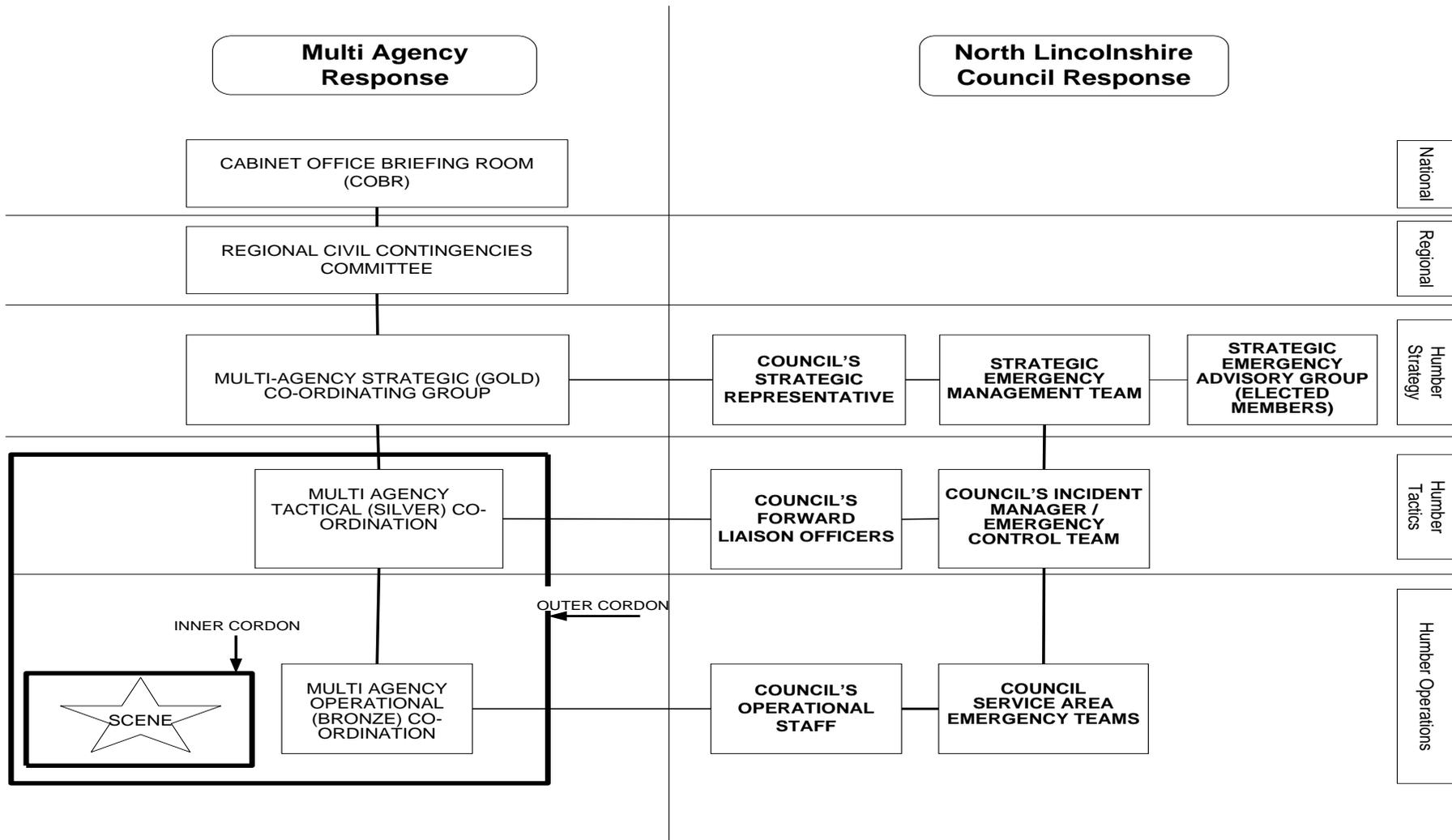
If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

A member of the Humber SCG would represent the Humber area on this committee.

### **National co-ordination**

Some incidents that require national resources and co-ordination trigger central government involvement. National support is co-ordinated by the Cabinet Office Briefing Room (COBR).

# RESPONSE TO A MAJOR EMERGENCY



## SECTION 7: IMPORTANT CONTACT DETAILS

### COMMUNITY EMERGENCY TEAM

Councillor R. Allcock  
48 Akeferry Road  
Westwoodside  
Doncaster DN9 2DS  
07896331576

Councillor M. Carlile  
Bungalow  
Cross Hill  
Westwoodside  
Doncaster  
DN9 2AQ

Councillor P. Cooke  
The Willows  
19, Thinholme Lane  
Westwoodside  
Doncaster  
DN9 2DY

Councillor D. Knowles  
Derrick House  
Sandbeds Lane  
Westwoodside  
DN9 2DW

Councillor J Henwood  
Fir Croft House  
33 Commonsides  
Westwoodside  
Doncaster  
DN9 2AR  
0

Councillor G. Fiddler  
Rocket Lodge  
Haxey Carr  
Haxey  
Doncaster  
DN9 2JN

**COMMUNITY EMERGENCY TEAM**

Mr K. Pontin  
Cherry Fell  
Low Burnham  
Epworth  
Doncaster  
DN9 1DE

Mrs J. Young  
14 High Street  
Haxey  
Doncaster  
DN9 2HX

**OTHER COMMUNITY LEADERS*****In an emergency dial 999*****EXTERNAL CONTACTS**

Police 0845 6060222

Gas emergency service 0800 111999

Yorkshire Water – Emergency No. 0843496691

Severn Trent- Sewage and Sewerage enquiries 0800 783 444

NORTH LINCS COUNCIL SWITCHBOARD 01724 296296

Graham Wilkinson – Senior Emergency Planning Officer, NLC 01724 297618

N Power 0845 166 3360

Environment Agency 0845 933 3111

Humber Fire & Rescue Service 01724 295920

North Lincs Council Website [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

Haxey Parish Council Website [www.haxeyparish.org.uk](http://www.haxeyparish.org.uk)

Age (UK) Enterprises (formerly Age Concern) Scunthorpe 0845 600 2830

**RADIO FREQUENCIES**

BBC Radio Humber 95.9 FM

Lincs FM 102.2 FM

Viking FM 96.9 FM

Radio Lincolnshire 94.9 FM

Radio Sheffield 104.1 FM

**SECTION 8: MAPS AND STREET GUIDE  
TO BE PROVIDED BY NORTH LINCS COUNCIL**

See attached file for maps of the parish

East Lound  
Graizelound  
Haxey Carr  
Low Burnham  
Westwoodside