

Haxey Parish Council Community Emergency Plan

Owner: Haxey Parish Council

Updated November 2020

**THIS PLAN MAY CONTAIN 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 and successive years have significantly reinforced the requirement for appropriate local action and co-ordination with relevant Agencies. However, whilst it remains important that First Tier Councils have plans in place, the introduction of General Data Protection Regulations (GDPR), has limited some of the information that can be held by Town and Parish Councils and therefore increase the liaison required with Principal Authorities.

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

Title of the Plan

Haxey Parish Community Emergency Plan (CEP)

Type of Plan

This is a generic plan to address all-risks.

Purpose and Scope

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 that they are not properly trained for and qualified to do, and under no circumstances will anyone be put at risk as a result of responding to the incident.

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

Ownership and Audience

Ownership

This document is owned by Haxey Parish Council.

Audience

The Haxey Parish 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, normally exercised and co-ordinated through the Parish Council Clerk.

Haxey Parish Council is responsible for making sure the plan complies with GDPR. See www.gov.uk/guidance/resilient-communications

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.

This plan will be exercised as required by the Plan Owner, Haxey Parish Council Community Emergency Plan Working Group(WG) (hereinafter called the CEP WG) and will have responsibility for arranging any exercise and liaison with other Agencies.

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

WG 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 WG and recommended for adoption by Haxey Parish Council before the plan is changed. Following any agreed review, the Clerk to the Parish Council will send the updated plan to the relevant Department(s) at the Principal Authority and also publish it on local Parish media.

Suggestions for improving this plan should be passed to the Clerk to Haxey 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:

Haxey Parish Council, the Foreman Carter Centre Westwoodside, North Lincolnshire DN9 2DX.

A web version of the plan with any confidential information removed has been posted on 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 members of the Haxey Parish Council CEP WG 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 Government directions, 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 for 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).
- Make contact with the emergency services and/or relevant Departments of North Lincolnshire Council (NLC) if they are involved in the incident. Inform them of the contact number and location of the Community Emergency Team.
- Where applicable, 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 and heating and arrange for supplies of food and drink.
- If appropriate, in conjunction with NLC (Welfare) or other authorised Welfare organisations, arrange for contact to be made with identified vulnerable members of community 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.
- 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. **Carpenters Arms Westwoodside**
 6. **CO-OP Store Haxey**
 - **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**

Pick Up Points activated for an incident will be publicized.

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:

Ward Councillor

Councillor R. Allcock Axholme South Ward Councillor

Parish Councillors

Councillor C Layton
Councillor H Condliff
Councillor M. Carlile
Councillor D. Knowles
Councillor G. Fiddler

Parish Residents

Mrs J Young
Mr. K. Pontin

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:

The Foreman Carter Centre

Westwoodside Playing Field
Westwoodside
North Lincolnshire
DN9 2DX

Contact No: 07771828727 (Richard Carter - Chairman WPFA) **OR**
01427 752228 (07842201877) Deb Hotson – Parish Clerk)

Haxey Memorial Hall

High Street
Haxey
North Lincolnshire
DN9 2HX

Keyholders : Ann Booth

Joan Young

Carol Lindley

Westwoodside Village Hall,

Nethergate,
Westwoodside,
North Lincolnshire
DN9 2DR

Evacuation Pick up Points:

Carpenters Arms car park, Newbigg, Westwoodside, Doncaster DN92AT

CO-OP car park, 20 High Street, Haxey, Doncaster DN9 2HH

Haxey Memorial Hall address as above.

Westwoodside Village Hall address as above.

The Foreman Carter Centre address as above.

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, North Lincolnshire DN9 2HX

Grid reference: SK71 997 GB

Keyholders : Ann Booth Joan Young Carol Lindley

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, disabled toilets, including infant changing facilities

2. Westwoodside Village Hall, Nethergate, Westwoodside, North Lincolnshire 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)

Trevor Foreman (Deputy Chairman WPFA/Haxey PC Councillor)

David Knowles (Haxey PC)

One large function room (Approx. 100 square metres).

Seats- 90

One meeting room – seats 20

COMMUNITY EMERGENCY SHELTER*

One small standard kitchen including 1 refrigerator; one water boiler.

Ladies and Gentlemen's toilets
Disabled access and toilets
2 X Showers and Changing Rooms

Telephone: 01427 752228

4. The Stephen Jones Community Hall

11 Low street
Haxey
North Lincolnshire
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
North Lincolnshire
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
North Lincolnshire
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

Defibrillators are held at:

Haxey Memorial Hall

11 High Street
Haxey
North Lincolnshire
DN9 2NX

Westwoodside Village Hall

Nethergate
Westwoodside
North Lincolnshire
DN9 2DR

Wall of:

Stonecrop Nursery
Brackenhill Road
Eastlound
Haxey
DN9 2LR

Low Burnham Chapel

Epworth Road
Low Burnham
North Lincolnshire
DN9 1DA

Haxey Cricket Pavillion

Haxey Playing Fields
Haxey Lane
DN9

and

The Foreman Carter Centre

Westwoodside Playing Field

Westwoodside

North Lincolnshire

DN9 2DX

Telephone: 01427 752228

**KEY SITES WITHIN THE ACCOMMODATING COMMUNITY
VULNERABLE RESIDENTS***

Nicholas House Care Home

Nicholas House

11 Church street, Haxey

Doncaster

North Lincolnshire

DN9 2HY

Tel: 01427 752862

Cumberworth Lodge

MAIN STREET
GRAIZELOUND
HAXEY
DN9 2NB

TEL: 01427 752309

INFO@CUMBERWORTHLODGE.CO.UK

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

Wheldricks Pharmacy 30, Church Street, Haxey 01427 754614

Approved Contractors list: Held by North Lincolnshire Council.

Parish Snow Wardens

Cllr Allcock and Cllr Smedley.

SECTION 5: VULNERABLE PEOPLE

VULNERABLE PEOPLE WITHIN THE HAXEY PARISH COMMUNITY

Names and addresses of vulnerable people have been identified and are held by NLC Social Welfare Department. Due to GDPR/Data Protection rules, the CEP Team will need to contact/liaise with the NLC Department, if contact needs to be made with any/all Vulnerable Residents and a plan agreed on how/when to make contact and any further action required.

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. a 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

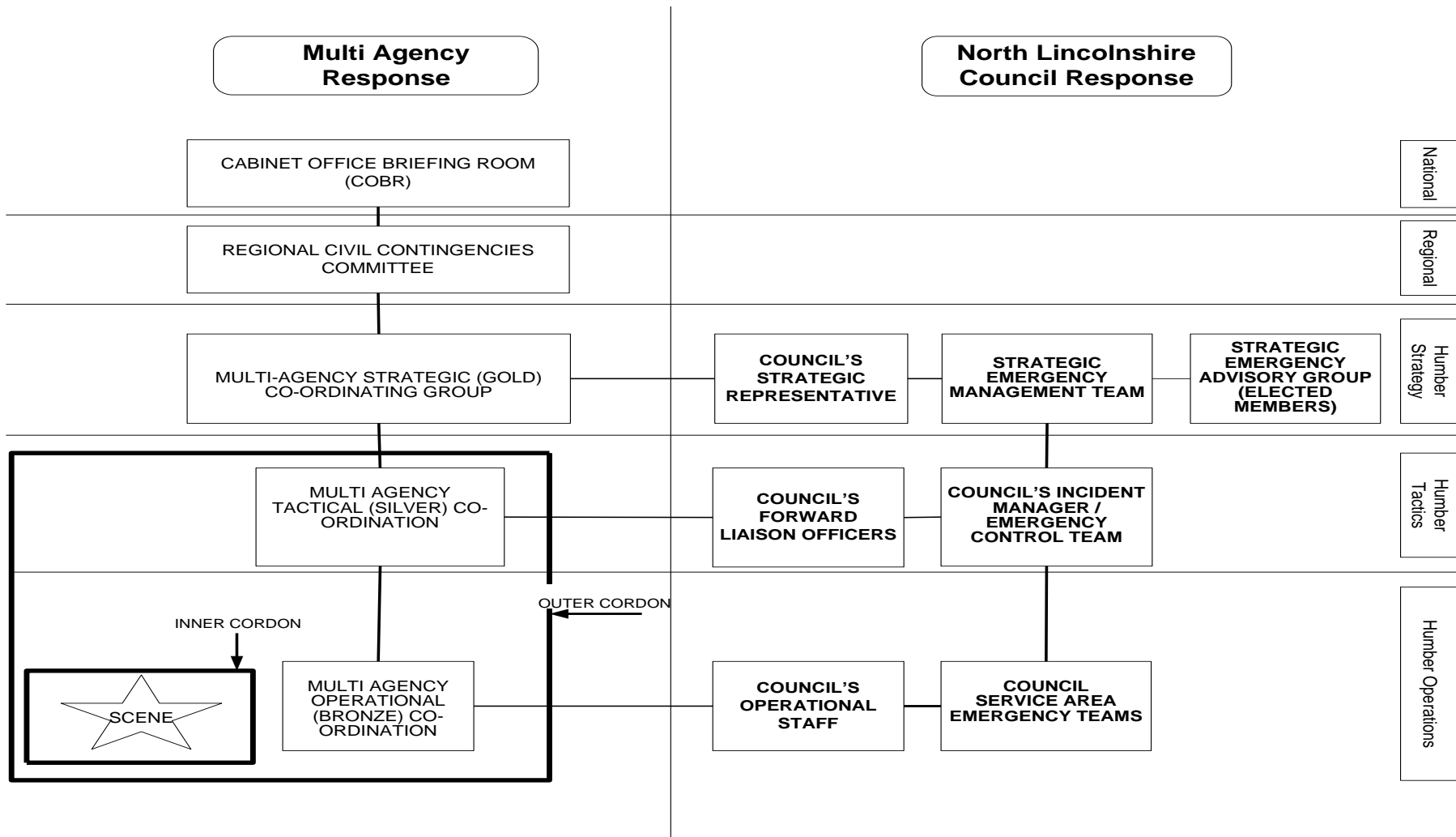
If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

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

Ward Councillor

Councillor R. Allcock
48 Akeferry Road
Westwoodside
North Lincolnshire
DN9 2DS
01427 752228

Councillor M. Carlile
01427 752228

Councillor C Layton
01427 752228

Councillor D. Knowles
01427 752228

Councillor H Condliff
01427 752228

Councillor G. Fiddler
01427 752228

Mr K. Pontin

Mrs J. Young

OTHER COMMUNITY LEADERS

Ward Councillor
Councillor D Rose

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 296296/297000

N Power 0845 166 3360

Environment Agency 0845 933 3111

Humber Fire & Rescue Service 01724 295920

North Lincs Council Website www.northlincs.gov.uk

Haxey Parish Council Website www.haxeyparish.org.uk

Age(UK) Enterprizes (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

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