

# **Sancton Parish Council**

  

# **Community Emergency Plan**

# **Section I - Activation of the Community Emergency Plan**

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

This plan will be activated when any member of Sancton Parish Council (the Community Emergency Team) considers 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.

The Community Emergency Team will often be notified by the local authority, emergency services, residents, or dedicated roles such as Flood Wardens, of a potential emergency.

## **RESPONSIBILITY FOR ACTIVATING THE PLAN**

Any of the following people can activate the plan:

- All Parish Council members.

## **COMMUNITY EMERGENCY TEAM**

In the event of the plan being triggered the following members of the Parish Council have agreed to form part of the Emergency Team who will help to reduce the effects on the community by:

- assessing the situation.
- co-ordinate the activities of your Council.
- mobilising local resources to support the community.
- maintaining links with the emergency services, the Local Authority and other responding organisations.

## Community Emergency Team

Names and contact details of the members of the Parish Council that will form the Emergency Team

<b>Name</b>	<b>Contact Information</b>
	Derek Cary (Chairman), 11 Bedale Road, Market Weighton, YO43 3DL 01430 803332 <a href="mailto:dcary@sanctonparishcouncil.gov.uk">dcary@sanctonparishcouncil.gov.uk</a> Availability: Everyday
	Stan Stokes (Vice-Chairman), West Winds, Low Street, Sancton, York, YO43 4QY 01430 802002 <a href="mailto:sstokes@sanctonparishcouncil.gov.uk">sstokes@sanctonparishcouncil.gov.uk</a> Availability: Everyday
	Anita Liley, Chapel Farm, King Street, Sancton, York, YO43 4QP 01430 827439 <a href="mailto:anitaliley@hotmail.co.uk">anitaliley@hotmail.co.uk</a> Availability: Everyday
	Pat Parvin, The Bungalow, Houghton Lane, Sancton, York, YO43 4QX 01430 827669 <a href="mailto:pparvin@sanctonparishcouncil.gov.uk">pparvin@sanctonparishcouncil.gov.uk</a> Availability: Everyday
	Chris Shepherd, The Russets, Low Street, Sancton, York, YO43 4QY 01430 827343 <a href="mailto:cshepherd@sanctonparishcouncil.gov.uk">cshepherd@sanctonparishcouncil.gov.uk</a> Availability: Everyday
	Louise Ward (Parish Clerk), 9 New Road, Worlaby, Brigg, N Lincs, DN20 0PE 01430 819118 <a href="mailto:clerk@sanctonparishcouncil.gov.uk">clerk@sanctonparishcouncil.gov.uk</a> Availability: Everyday

## Section 2 - Emergency Management Team Initial Actions Checklist

### KEY ACTIONS WHEN THE PLAN IS ACTIVATED

- 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 Methodist Chapel Car Park.
- Decide which local resources should be mobilised initially to support the community.
- Notify the following, as appropriate:
  - Community Coordinators – All PC members
  - Flood Wardens – All PC Members
  - Neighbourhood Watch Groups
  - Sancton Village Hall Chair/Treasurer/Secretary
- 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.
- Check your designated emergency e-mail system regularly.
  - 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.
  - 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.
  - If the situation does not require an immediate response, request the Parish Clerk to convene an urgent meeting of the Parish Council.

## **Section 3 - Community Resources available for use during an emergency**

### **COMMUNITY INCIDENT ROOM**

If an emergency team is brought together, it has been agreed that they will meet in one of the following location(s):

### **IDENTIFIED INCIDENT ROOM**

<b>Location</b>	<b>Keyholder(s)</b>	<b>Contact Information</b>	<b>Availability</b>
Sancton Village Hall	██████████	██████████ ██████████	24 hours
Sancton Methodist Chapel	██████████	██████████ ██████████	24 hours

## COMMUNITY EMERGENCY SHELTERS

Details of emergency shelter(s) may be shared with the Emergency Services in case they need to identify a safe location to evacuate residents to.

### VENUE 1

Name: Sancton Methodist Chapel

Address: Rispin Hill, Low Street, Sancton, YO43 4QY

Telephone No: n/a

Key Holder's Name: [REDACTED]

Key Holders Address: [REDACTED]

Key Holder's Telephone: [REDACTED]

#### Facilities

Capacity: Approx. 50 people standing

Cooking Facilities: Refreshments

Car Parking Arrangements: small grassed carpark

Internet Access: No

### VENUE 2

Name: Sancton Village Hall

Address: Low Street, Sancton, YO43 4QY

Telephone No: n/a

Key Holder's Name: [REDACTED]

Key Holders Address: [REDACTED]

Key Holder's Telephone: [REDACTED]

#### Facilities

Capacity: 80

Cooking Facilities: Yes

Car Parking Arrangements: grassed car park and parking on village field

Internet Access: No

## VENUE 3

Name: All Saints Church

Address: King Street, Sancton, YO43 4QP

Telephone No: n/a

Key Holder's Name: [REDACTED]

Key Holders Address: [REDACTED]

Key Holder's Telephone: [REDACTED]

### Facilities

Capacity: 100 - 150

Cooking Facilities: No

Car Parking Arrangements: small car park & parking on village field

Internet Access: No

## SUITABLE LOCATIONS FOR EMERGENCY INFORMATION POINTS

Location 1: Notice board, Low Street, Sancton

Responsible for updating: Parish Clerk

Contact information for access: Parish Clerk

Location 2: Notice board, Houghton Lane, Sancton

Responsible for updating: Parish Clerk

Contact information for access: Parish Clerk

Location 2: Parish Council website – [www.sanctonparishcouncil.gov.uk](http://www.sanctonparishcouncil.gov.uk)

Responsible for updating: Parish Clerk

Contact information for access: Parish Clerk



## Section 4- Warning and Informing

This section contains public information for various incident types that your Community Emergency Team may be able to help cascade to members of the community. Emergency responders may also issue advice through their website, emails to you and through radio announcements.

- Heavy Winds
  - Secure loose objects such as ladders and garden furniture.
  - Close and securely fasten doors and windows, including garages.
  - Park vehicles in a garage or in a place clear of buildings, trees and fences.
  - Stay indoors if possible.
  - If you need to go outside, do not walk or shelter close to buildings or trees.
  - Don't carry out repairs whilst the storm is in progress.
  - Do not drive unless your journey is essential and avoid exposed routes.
  - Do not touch electric/telephone cables which may have to be blown down.
- Heat Wave
  - Try and plan your day to stay out of the heat, keep rooms shaded and, where possible use a fan.
  - If you must go out, stay in the shade, wear a hat and loose fitting clothing.
  - Drink plenty of fluids.
  - Don't leave animals unattended in cars in warm weather.
  - Seek medical help if you suffer from heat exhaustion or heat stroke. Remain somewhere cool, sponge yourself with cold water and drink plenty of fluids.
- Snow and Ice
  - Carry an emergency car kit - mobile phone, car charger, first aid kit, warm waterproof clothes, blanket, food, water, torch (with spare batteries).
  - Inform a friend or family member of your intended travel arrangements and expected arrival time.
  - Wear a hat.
  - Watch out for signs of hypothermia - uncontrollable shivering, slow or slurred speech, drowsiness and memory lapse.
  - Don't drive unless you absolutely need to.
- Flooding
  - Listen to your local radio and TV weather forecasts for advice from the emergency services.
  - Move your car to higher ground.
  - Empty furniture drawers and cupboards. Place the contents and any furniture

you can upstairs.

- Fasten plastic bags round the legs of wooden furniture to help minimise absorption of water.
- Turn off mains gas and electricity.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs.
- Make sure any valuable or sentimental items and important documents are safe.

**REMEMBER** - We do not encourage communities to enter floodwater. Moving floodwater can be extremely powerful and easily knock people off their feet. There could also be unseen obstructions that could be hard or sharp, potentially causing serious injury, and there are risks of entanglement. Flooding can dislodge manhole covers that people could fall into and become trapped. Remember, floodwater will probably also contain raw sewage. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

**Always wash your hands/arms/legs with hot water and soap if you do come into contact with floodwater.**

**DO NOT allow children to play in floodwater.**

Put any flood protection in place.

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

**If people are advised to evacuate their homes**

- If people are advised to evacuate their homes, or are advised to evacuate, try and remind people of the steps they should take:
  - Grab 'Go bag' and check contents.
  - Turn off electricity, gas and water supplies and unplug appliances.
  - Take their mobile phone and charger.
  - Take some spare clothes.
  - Take prescribed medication with them.
  - Take cash and credit cards.
  
- Lock all doors and windows.

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

## Section 5 - Emergency Contact Directory

### CONTACT DETAILS OF OTHER COMMUNITY LEADERS THAT MAY BE ABLE TO HELP (FAITH GROUPS/COMMUNITY GROUPS ETC)

Name	Contact Information	Home address	E-mail address
[REDACTED]	Home – [REDACTED]		
[REDACTED]	Home – [REDACTED]		

### DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

Name	Town/Parish	Contact Information	E-mail address
Suzanne Smith Parish Clerk	Newbald Parish Council	01430 828919 [REDACTED]	<a href="mailto:clerk@newbald.com">clerk@newbald.com</a>
Stacey Jayne Bellamy Town Clerk	Market Weighton Town Council	01430 871430	<a href="mailto:town.clerk@marketweightontowncouncil.gov.uk">town.clerk@marketweightontowncouncil.gov.uk</a>

## OTHER USEFUL CONTACT DETAILS -

Organisation	Telephone Number	Website
• Anglian Water	• 08457 145145	• <a href="http://www.anglianwater.co.uk">www.anglianwater.co.uk</a>
• East Riding of Yorkshire Council	• 01482 393939	• <a href="http://www.eastriding.gov.uk">www.eastriding.gov.uk</a>
• Electricity Emergency Service and Supply Failures	• 08457 331331	
• Emergency Response Only – Ambulance, Coastguard, Fire and Police	• 999	
• Environment Agency Floodline	• 0345 988 1188	• <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
• Environment Agency Incident Hotline	• 0800 80 70 60	• <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
• Gas Emergency Service and Gas Escapes	• 0800 111 999	• <a href="http://www.northerngasnetworks.co.uk">www.northerngasnetworks.co.uk</a>
• Hull City Council	• 01482 300300	• <a href="http://www.hullcc.gov.uk">www.hullcc.gov.uk</a>
• Maritime and Coastguard Agency Non Emergency	• 01262 672317	• <a href="http://www.dft.gov.uk/mca">www.dft.gov.uk/mca</a>
• MET Office		• <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>
• NHS Direct	• 111	• <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>
• North East Lincolnshire Council	• 01472 313131	• <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a>
• North Lincolnshire Council	• 01724 297000	• <a href="http://www.northlincs.gov.uk">www.northlincs.gov.uk</a>
• Police Non Emergency	• 101	• <a href="http://www.humberside.police.uk">www.humberside.police.uk</a>
• Severn Trent Water	• 0800 783 4444	• <a href="http://www.stwater.co.uk">www.stwater.co.uk</a>
• Yorkshire Water	• 08451 242424	• <a href="http://www.yorkshirewater.co.uk">www.yorkshirewater.co.uk</a>

**Radio Humberside** - Tune in to 95.9FM or 1485am - [www.bbc.co.uk/humber](http://www.bbc.co.uk/humber)

## Section 6 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)
- Sancton Parish Councillors

The original electronic version of this plan is kept at:

- Louise Ward, Parish Clerk, 9 New Road, Worlaby, Brigg, N Lincs, DN20 0PE

Backup electronic versions of this plan are kept at:

- Derek Cary, Chairman, 11 Bedale Road, Market Weighton, YO43 3DL

Hard copies of this plan are kept with all councillors and the Parish Clerk:

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

### PLAN MAINTENANCE

The plan should be reviewed every May. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). Parish Clerk will have responsibility for reviewing the emergency plan and should report back at the Parish Council meeting in June 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 June before the plan is changed.

Parish Clerk is responsible for providing an updated version of the plan to all plan holders.

## PLAN EXERCISE AND REVIEW

This plan will be exercised every two years. Parish Clerk will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at [www.heps.gov.uk](http://www.heps.gov.uk), or by calling 01482 393051.

Parish Clerk 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. Training DVDs can be found at [www.heps.gov.uk](http://www.heps.gov.uk)

## DATA PROTECTION

**This plan will contain personal information. Sancton Parish Council is mindful of data protection legislation when completing and storing this plan.**

Parish Clerk is responsible for ensuring the plans are appropriately controlled.