

# **Sancton Parish Council**

## **Community Emergency Plan**

**July 2021**

# **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	
Anita Liley, Chapel Farm, King Street, Sancton, York, YO43 4QP 01430 827439 <a href="mailto:aliley@sanctonparishcouncil.gov.uk">aliley@sanctonparishcouncil.gov.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	
Sally Wightman, Mill House, Low Street, Sancton, YO43 4QY 01430 802051 <a href="mailto:swightman@sanctonparishcouncil.gov.uk">swightman@sanctonparishcouncil.gov.uk</a> Availability: Everyday	
Marilyn Wintersgill, 1 Wold Rise, Sancton, YO43 4QY 01430 827331 <a href="mailto:mwintersgill@sanctonparishcouncil.gov.uk">mwintersgill@sanctonparishcouncil.gov.uk</a> Availability: Everyday	
Louise Ward (Parish Clerk), 9 New Road, Worlaby, Brigg, N Lincs, DN20 0PE 07907 792801 <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 locations:

### IDENTIFIED INCIDENT ROOM

Location	Keyholder(s)	Contact Information	Availability
Sancton Village Hall	Mr Rob Thomson	██████████ ██████████████████	24 hours
Sancton Methodist Chapel	Mrs Ann Southwell	██████████ ██████████████████	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: Mrs Ann Southwell

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: Mr R Thomson

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: Caroline Pinchbeck

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.

# Seasonal Flu/Pandemic Flu/Coronaviruses

## **What is seasonal flu?**

Seasonal flu normally occurs during the winter months. It is a much more serious illness than a cold and it usually results in having to go to bed for several days, feeling very poorly with a high temperature and aching limbs. Older people and people with chronic medical conditions (such as asthma) are most at risk of developing complications if they catch flu. Therefore, the seasonal flu vaccination is recommended to these groups of people each year.

## **What is pandemic flu?**

A pandemic happens when a completely new strain of flu virus develops which no-one has built up any immunity against. As a result, the new flu strain spreads very rapidly around the world and affects many people. This has been seen recently with the outbreak of swine flu. A pandemic could start at any time of the year. Existing vaccines will not protect against the new strain and new vaccines take time to develop, and so are not available immediately. The symptoms of a pandemic flu strain are likely to be similar to seasonal flu but may be more severe and cause more complications.

Historically, pandemic flu outbreaks have happened every few decades. The 2009 Swine flu outbreak was an example of a relatively mild pandemic, health organisations in the UK and around the world are closely monitoring flu viruses to anticipate a pandemic, and very detailed plans are in place to help people to respond if and when a pandemic happens.

Signs and symptoms of seasonal flu:

- High temperature (38.5c or higher)
- Headache
- Tiredness
- Chills
- Aching muscles
- Sore throat
- Loss of appetite

The incubation period (time between contact with the virus and the onset of symptoms) ranges from one to four days. Most people will feel ill for around a week and will probably feel “washed out” for a few days afterwards. For most people, flu is just an unpleasant experience, but it can lead to serious illnesses, like bronchitis and pneumonia, which can be life-threatening.

## **How do you catch flu?**

Flu is mostly caught by breathing in air containing the virus. The virus is passed into the air when an infected person coughs or sneezes and others can then breathe it in. Flu is highly infectious and can spread very rapidly from person to person.

People are most infectious soon after they develop symptoms, though they can continue to spread the virus for around five days – and longer in children.

What you should do if you develop flu-like symptoms:

- If at work, go home immediately (after informing your manager/supervisor).
- Stay at home and do not go to work or school until you are fully recovered.
- Take medicines, such as paracetamol, to relieve the symptoms – always follow the instructions on the medicines.
- Drink plenty of fluids.
- For advice on treatment, call NHS 111 advice helpline.
- Only see your doctor if you get complications (e.g. chest infection) or a worsening of any existing chronic condition.

What you can do to protect yourself and others from flu:

- Use a tissue to cover your nose and mouth when coughing and/or sneezing.
- Dispose of the tissue promptly, by bagging and binning it, then wash your hands.
- Clean hands frequently with soap and water, especially after coughing, sneezing and using tissues. An alcohol handrub could be used as an alternative for cleaning hands if water is not available.
- Avoid touching your mouth, eyes and nose, unless you have recently cleaned your hands.
- Use normal household detergent and water to clean surfaces frequently touched by hands.

**Remember: - CATCH IT, BIN IT, KILL IT!**

- Wash your hands when arriving back from outside activities, before and after direct contact with contaminated surfaces, after contact with bodily secretions, before handling food, before eating or smoking.
- Make sure all members of your family follow this advice.
- The latest advice is available from the NHS or by calling NHS 111.

## **What is Coronavirus?**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments. WHO will continue to provide updated information as soon as clinical findings become available.

You can reduce your chances of being infected or spreading COVID-19 by taking some simple precautions:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- Maintain at least 1 metre (2 metres UK) distance between yourself and others. When someone coughs, sneezes, or speaks they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person has the disease.
- Avoid going to crowded places. Where people come together in crowds, you are more likely to come into close contact with someone that has COVID-19 and it is more difficult to maintain physical distance of 1 – 2 metres.
- Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and infect you.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands. Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.
- Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, until you recover. Have someone bring you supplies. If you need to leave your house, wear a mask to avoid infecting others. Avoiding contact with others will protect them from possible COVID-19 and other viruses.
- If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
- Keep up to date on the latest information from trusted sources, such as WHO or your local and national health authorities. Why? Local and national authorities are best placed to advise on what people in your area should be doing to protect themselves. <https://www.gov.uk/coronavirus>

- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.

Not everyone has a network of family, friends, neighbours or carers to call upon. The Parish Council in association with East Riding of Yorkshire Council's Community Hubs (contact details on page 12), can help tackle a range of issues people might be experiencing due to the Covid-19 social isolation measures:

- Making sure residents have enough food to cover a few days by providing them with a basic emergency food parcel.
- Provide some essential household items
- Dog walking.
- Picking up prescriptions.
- Talking on the telephone to lonely and isolated residents.
- Referring residents to organisations etc that can assist.

## 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
Vicar Caroline Pinchbeck Market Weighton, Sancton and Goodmanham	Tel: [REDACTED] Mobile: [REDACTED]	[REDACTED]	[REDACTED]

### DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

Name	Town/Parish	Contact Information	E-mail address
Suzanne Smith Parish Clerk	Newbald Parish Council	01423 543985	<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>
• East Riding of Yorkshire Council Community Response Hub	• 01482 393919	
• 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.