

New Holland Parish Council

Community Emergency Plan

Adopted - September 2018
Reviewed – June 2020

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

INTRODUCTION

Events in North Lincolnshire during the winter of 2010 and the floods of December 2013 have reinforced the requirement for local action and co-ordination with relevant agencies when emergencies occur.

This plan is written to ensure our community is prepared to respond to future events regardless of cause.

Title of plan

New Holland Community Emergency Plan

Purpose of the Plan:

To increase community resilience to emergencies.

Scope of the Plan

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

This document is owned by New Holland Parish Council

Accountability

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

New Holland Parish Council is responsible for making sure the plan complies with Data Protection (for more information, see www.ukresilience.info).

The plan will be reviewed annually.

If you have suggestions for improving this plan please contact the Clerk to the Parish Council on 07842201877 or theparishcouncil@outlook.com

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PLAN DISTRIBUTION AND PUBLICATION

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

All Parish Councillors and the Clerk to the Parish Council

Paper copies of this plan are kept at:

New Holland Community Centre, Barrow Road, New Holland DN19 7RR

New Holland Primary School, School Lane, New Holland, DN19 7RN

Telephone: 01469 530470

A web version of the plan with the confidential information removed has been posted on www.newhollandparishcouncil.gov.uk for public information.

Disclaimer

Whilst New Holland Parish Council has made 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 professional bodies.

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

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SECTION I

Activation of the Community Emergency Plan

WHEN THE PLAN WILL BE ACTIVATED

This plan will be activated when a member of the Parish Council considers it necessary to act in response to an incident, and when action cannot be taken effectively without triggering the arrangements outlined in this document.

The Parish Council 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:

The Chair of the Parish Council, the Vice-Chair of the Parish council or any other member of the Parish Council.

COMMUNITY EMERGENCY TEAM

In the event of the plan being triggered the following members of the Parish/Town 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.

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COMMUNITY EMERGENCY TEAM

Name	Contact Information	Home address	E-mail address
Cllr Nick Woodhead (Chair)	01469 532134 07944 730435	14 Council Villas, Barrow Road	cllr.nwoodhead@newhollandparishcouncil.gov.uk
Cllr Nicola Graves (Vice Chair)	01469 532888 07789 485734	Thornyfield, Oxmarsh Lane	cllr.ngraves@newhollandparishcouncil.gov.uk
Cllr Liz Ascher	01469 532235 07716 483043	3 Manchester Square, Barrow Road	Cllr.lascher@newhollandparishcouncil.gov.uk
Cllr Olwen Booker	01469 531955	8 Westburn Avenue	cllr.obooker@newhollandparishcouncil.gov.uk
Cllr George Booker	01469 531955	8 Westburn Avenue	cllr.gbooker@newhollandparishcouncil.gov.uk
Cllr Alan Rank	01469 531348	9 Barrow Road	cllr.arank@newhollandparishcouncil.gov.uk
Cllr Sue Robinson	07889 230772	3 Danesgate, Barrow Road	cllr.srobinson@newhollandparishcouncil.gov.uk

All addresses are in New Holland

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.

- There are specific initial actions to follow for incidents involving severe weather. Please turn to **section 6**, if completed, and work through both sections together
- 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.
- Contact 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)

Decide which local resources should be mobilised initially to support the community.

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- Arrange for the community resources/organisations identified in Section 2 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- 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 (e.g. 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/Town Clerk to convene an urgent meeting of the Parish Council.

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Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Situation Report
- 3) Aim and Objectives of Response
- 4) Actions Required
- 5) 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
 - 6) Time of Next Meeting

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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
New Holland Community Centre, Barrow Road, New Holland	Cllr N Graves Cllr G Booker Cllr S Robinson	01469 532888/ 0778 9485734 01469 531955 07889 230772

EMERGENCY BOX

An emergency box is kept at New Holland Community Centre, located in the document cupboard in the small store room. The box contains: a copy of this plan; a street map of the area; paper and pens.; 6xhi-viz vests; wind up/battery operated radio; wind up/battery operated torch; wind up/ mobile phone charger.

COMMUNITY EMERGENCY SHELTERS

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

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VENUE I

Name: New Holland Community Centre

Address: Barrow Road, New Holland, DN19 7RR

Map Ref: TA083239

Telephone No: N/A

Key Holder's Name: Cllr N Graves

Key Holders Address: Thornyfield, Oxmarsh Lane

Key Holder's Telephone: 07789485734

Key Holder's Name: Cllr G Booker

Key Holders Address: 8 Westburn Avenue

Key Holder's Telephone: 01469 531955

Key Holder's Name: Cllr S Robinson

Key Holders Address: 3 Danesgate, Barrow Road

Key Holder's Telephone: 07889 230772

Facilities

Capacity: 150+

Cooking Facilities: Y

Car Parking Arrangements - hard standing and roadside parking.

Telephone: N/A

Toilets: M, F & Disabled

SITES WITHIN THE COMMUNITY THAT COULD BE USED TO STORE EQUIPMENT / EMERGENCY SERVICES VEHICLES ETC

Address Recreation Ground, Oxmarsh Lane, New Holland, DN19 7QR

Location of hard standing: At entrance to recreation ground from Albert Street.

Grass field will generally be suitable for vehicle parking.

Map Ref: TA012136

Address New Holland Primary School, School Lane, New Holland, DN19 7RN

Location of hard standing: Car park on site.

Map Ref: TA081238

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SUITABLE LOCATIONS FOR EMERGENCY INFORMATION POINTS

Location 1:	Parish Notice Boards
Responsible for updating	Cllr G Booker
Contact information for access	01469 531955

Location 2:	www.newhollandparishcouncil.gov.uk
Responsible for updating	Ms Deb Hotson – Parish Clerk
Contact information for access	07842201877

LOCATION OF DEFIBRILLATORS

Defibrillators are located in the following places:

Location 1: New Holland Community Centre
Barrow Road, New Holland, DN19 7RR
To the left of the building.
Map Ref: TA083239

Location 2: Magna Charta Public House
Barrow Road, New Holland, DN19 7QB
Map Ref: TA083234

LOCATION OF EMERGENCY PICK UP POINTS

Locations designated as emergency pick up points are:

Pick up point 1: New Holland Community Centre, New Holland, DN19 7RR
Map Ref: TA083239

Pick up point 2: Magna Charta Public House, Barrow Road, DN19 7QB
Map Ref: TA083234

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.

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- 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, try to 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 in to the local radio for emergency advice and instructions.

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<h2 style="margin: 0;">SECTION 5</h2> <h3 style="margin: 0;">Additional Emergency Contacts</h3>

EMERGENCY COMMUNITY COORDINATORS

<p>These are members of the community willing to help during an emergency, doing tasks such as door knocking, snow clearance or shopping for vulnerable people for example. In smaller communities it may be the same people that are part of the Community Emergency Team. In larger communities they may be allocated areas which they look after.</p>
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Name	Contact Information	Home address	E-mail address	Availability	Area they will co-ordinate
	Home - Work - Mobile -				
	Home - Work - Mobile -				
	Home - Work - Mobile -				
	Home - Work - Mobile -				

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DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

Goxhill Parish Council	Contact Information	E-mail address
Clerk to the Council	01469 531554	enquiries@goxhillparishcouncil.co.uk

Barrow Parish Council	Contact Information	E-mail address
Clerk to the Council	07592 724 935	barrowpc@hotmail.co.uk

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**EXTERNAL CONTACT DETAILS - NORTH LINCOLNSHIRE AND
NORTH EAST LINCOLNSHIRE AREA**

- Fire, Police, Ambulance, Coastguard - 999
- NHS Direct -111
- Police (Non-Emergency) -101
- Fire & Rescue (Non-Emergency) - 01482 565333
- Anglian water - 03457 145 145
- Environment Agency Floodline – 0345 988 1188
- Gas (24 Hour emergency service and gas escape) - 0800 111 999
- Severn Trent Water – 0800 783 4444
- Yorkshire Water – 08451 242 424
- East Riding of Yorkshire Council – 01482 393 939
- Hull City Council – 01482 300 300
- North East Lincolnshire Council – 01472 313 131
- North Lincolnshire Council – 01724 297000
- Electricity Emergency Service & Supply Failure - 105

Radio Humberside - Tune in to 95.9FM or 1485am

www.bbc.co.uk/humber

www.metoffice.gov.uk

<p>SECTION 6</p> <p>Severe Weather Specific Actions</p>

SECTION 7

Plan Publication and Information

PLAN PUBLICATION

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

- North Lincolnshire council heps@northlincs.gov.uk
- All members of the Community Emergency Team listed in Section 1

- The master file is held by the Clerk to the parish Council:
Deb Hotson 79 Top Road New Holland
Mobile: 07842201877

Hard copies of this plan are kept:

- In the Emergency Box located in the Community Centre, DN19 7RR
- In the School on School Lane, DN19 7RN

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

PLAN MAINTENANCE

The plan will be reviewed every 12 months at the Annual Meeting of the Parish Council. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Clerk will provide a copy of the plan to full council who will have responsibility for reviewing the emergency plan and should report back the Clerk with any changes.

Any updates to the plan, or lessons that have been learned from exercises, should be approved by a Parish Council meeting before the plan is changed.

The Clerk is responsible for providing an updated version of the plan to all those listed in Section 7.

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PLAN EXERCISE AND REVIEW

This plan should be exercised at least once every year. The Chairman of the Parish Council will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.heps.gov.uk, or by calling 01482 393051.

The Chairman of the Parish Council 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. Training DVDs can be found at www.heps.gov.uk

DATA PROTECTION

This plan will contain personal information once complete. Town and Parish Councils should be mindful of data protection legislation when completing and storing this plan

The clerk to the Parish Council is responsible for ensuring the plans are appropriately controlled.