

# **New Holland Parish Council**

## **Community Emergency Plan**

Adopted - September 2018

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](http://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](mailto: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](http://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**

<b>Name</b>	<b>Contact Information</b>	<b>Home address</b>	<b>E-mail address</b>
Cllr Nick Woodhead (Chair)	01469 532134 07944 730435	14 Council Villas, Barrow Road	nickgill1983@yahoo.com
Cllr Nicola Graves (Vice Chair)	01469 532888 07789 485734	Thornyfield, Oxmarsh Lane	cldr.ngraves@newhollandparishcouncil.gov.uk
Cllr Liz Ascher	01469 532235 07716 483043	3 Manchester Square, Barrow Road	lizascher21@gmail.com
Cllr O Booker	01469 531955	8 Westburn Avenue	cldr.obooker@newhollandparishcouncil.gov.uk
Cllr G Booker	01469 531955	8 Westburn Avenue	cldr.gbooker@newhollandparishcouncil.gov.uk
Cllr T Harrison	07821 415517	2 Danesgate, Barrow Road	cldr.tharrison@newhollandparishcouncil.gov.uk
Cllr A Rank	01469 531348	9 Barrow Road	alan_rnk@yahoo.com
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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**

<b>Location</b>	<b>Keyholder(s)</b>	<b>Contact Information</b>
New Holland Community Centre, Barrow Road, New Holland	Cllr N Graves	01469 532888/ 0778 9485734
	Cllr G Booker	01469 531955

**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: G Booker

Key Holders Address: 8 Westburn Avenue

Key Holder's Telephone: 01469 531955

Key Holder's Name: Sue Robinson

Key Holders Address: 3 Danesgate, Barrow Road

Key Holder's Telephone: 07889230772

Key Holder's Name: Eamonn Whyte

Key Holders Address: The Brambles, Peploe Lane

Key Holder's Telephone: 07730420719

### **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](http://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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**SECTION 5**  
**Additional Emergency Contacts**

**EMERGENCY COMMUNITY COORDINATORS**

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.

<b>Name</b>	<b>Contact Information</b>	<b>Home address</b>	<b>E-mail address</b>	<b>Availability</b>	<b>Area they will co-ordinate</b>
	Home - Work - Mobile -				
	Home - Work - Mobile -				
	Home - Work - Mobile -				
	Home - Work - Mobile -				

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**DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS**

<b>Goxhill Parish Council</b>	<b>Contact Information</b>	<b>E-mail address</b>
Cllr S England	01469 531097	
Cllr V Gorbutt	01469 532923 01469 531012	
Cllr M Gathercole	01469 532205	
Cllr B Bradnum	01469 425060	
Cllr F Dunkley	01469 531120	
Cllr H Wood	01469 533992	
Cllr T Coppack	01469 530046	
Cllr T Simons	01469 530632	
Cllr C Leaning	01469 530632	
Cllr R Atkin	07512 855985	
Cllr S Robertson	01469 531942	
Clerk to the Council	01469 531554	enquiries@goxhillparishcouncil.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](http://www.bbc.co.uk/humber)

[www.metoffice.gov.uk](http://www.metoffice.gov.uk)

**SECTION 6**  
**Severe Weather Specific Actions**

## 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](mailto: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](http://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](http://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](http://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.