

Hibaldstow Parish Council

Community Emergency Plan

**Adopted: November 2016
Reviewed: October 2023**

CONTENTS

Section 1 - Activation of the Community Emergency Plan	3
Section 2 - Emergency Management Team Initial Actions Checklist	5
Section 3 - Community Resources available for use during an emergency	8
Section 4 - Warning and Informing.....	11
Section 5 - Emergency Contact Directory	13
Section 6 - Plan Publication and Information	14
Appendix / Attachments:	
Appendix A - Village Hall Committee Members.....	20
Appendix B - Village Hall Key Holders	21
Attachement 1 - Hibaldstow Street Map.....	22
Attachment 2 - Hibaldstow Flood RiskArea.....	23

Section 1 - Activation of the Community Emergency Plan

WHEN THE PLAN WILL BE ACTIVATED

This plan will be activated when a minimum of two members of the Parish Council and/or 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 North Lincolnshire Council, emergency services, residents, or dedicated roles such as Flood Wardens, of a potential emergency.

RESPONSIBILITY FOR ACTIVATING THE PLAN

Any two of the following Councillors can activate the plan:

Cllr Brian Brooks

Cllr Maxina Butler

Cllr Colin Mawdsley

Cllr Andrew Elletson

Cllr Jon North

Cllr Neil Pickering

Cllr Richard Riley

Cllr Jacqui Stirling

Cllr David Stothard

Cllr Andy Talliss

Cllr Nigel Whitaker

COMMUNITY EMERGENCY TEAM

In the event of the plan being triggered designated 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 the Parish Council.
- mobilising local resources to support the community.
- maintaining links with the emergency services, the Council and other responding organisations.

Other people may also be involved in a Community Emergency response such as, Flood Wardens and Emergency Community Coordinators.

COMMUNITY EMERGENCY TEAM

These are the names and contact details of the members of the Parish Council and Key Individuals that will form the Emergency Team

Name	Contact Information	Home address	E-mail address
Cllr Brian Brooks			cllr.bbrooms@hibaldstowparishcouncil.gov.uk
Cllr Maxina Butler			cllr.mbutler@hibaldstowparishcouncil.gov.uk
Cllr Andrew Elletson			cllr.aelletson@hibaldstowparishcouncil.gov.uk
Cllr Colin Mawdsley			cllr.cmawdsley@hibaldstowparishcouncil.gov.uk
Cllr Jon North			cllr.jnorth@hibaldstowparishcouncil.gov.uk
Cllr Neil Pickering			cllr.npickering@hibaldstowparishcouncil.gov.uk
Cllr Richard Riley			cllr.rriley@hibaldstowparishcouncil.gov.uk
Cllr Jacqui Stirling			cllr.jstirling@hibaldstowparishcouncil.gov.uk
Cllr David Stothard			cllr.dstothard@hibaldstowparishcouncil.gov.uk
Cllr Andy Talliss			cllr.atalliss@hibaldstowparishcouncil.gov.uk
Cllr Nigel Whitaker			cllr.nwhitaker@hibaldstowparishcouncil.gov.uk

Members of the Community Emergency Team are listed on the North Lincolnshire Council Key Individual Database. The Database will be available to the Incident Manager and Recovery Manager and if they feel Key Individuals would benefit and assist the council response then they or their nominated officer will contact team members. The team members will be given information over the telephone and assigned any relevant task. The council may deploy Emergency Link Officers to the area and if they do Team Members will be given their details in order to liaise with them.

The contact numbers listed above will also be held by the Emergency Services and will be the numbers used to contact the Parish Council during an emergency. During a wide area emergency e-mail, may be the only feasible form of communication.

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

- 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.
- 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 Clerk to convene an urgent meeting of the Parish Council.

Standard Agendas

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

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
<u>Main Location</u> Hibaldstow Village Hall, Station Road, Hibaldstow, DN20 9DY	Village Hall Committee members Appendix A	Caretaker: - A Chambers Secretary: - C Mawdsley Chairman: - A Smith	24/7
<u>Back-up Location</u> Hibaldstow Academy, Hopfield, Hibaldstow, DN20 9PN	Mr R Stamp	Caretaker – R Stamp Mobile/Tele:	24/7

EMERGENCY BOX

An emergency box is being kept in the Village Hall, Station Road, Hibaldstow, DN20 9DY.

The emergency box contains the information and the equipment that might be useful during an emergency.

It contains.

- a copy of this plan.
- a map of the village.
- the register of electors.
- paper and pens.
- high visibility vests.

COMMUNITY EMERGENCY SHELTERS

An emergency shelter is simply a location where people can go initially when there is an emergency; whether it is to keep them warm and dry or somewhere to discuss actions that need to be taken.

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

When required North Lincolnshire, Council is responsible for arranging suitable longer term shelter/accommodation and transportation to this location.

VENUE 1

Name: Hibaldstow Village Hall

Address: Station Road, Hibaldstow, DN20 9DY

Telephone No: None

Key Holder's Name: Village Hall Committee Members – appendix B.
Key safe adjacent to front door: Access code 2601

Key Holders Address: Not Applicable

Key Holder's Telephone: Not Applicable

Facilities

Capacity: 150

Catering Facilities: Yes

Car Parking Arrangements: Car Park

Internet Access: No

VENUE 2

Name: Hibaldstow Academy

Address: Hopfield, Hibaldstow, DN20 9PN

Telephone No:

Key Holder's Name: Mr R Stamp

Key Holders Address: As above

Facilities

Capacity: 200

Catering Facilities: Yes

Car Parking Arrangements: Car Park on site

Internet Access: Yes

SUITABLE LOCATIONS FOR EMERGENCY INFORMATION POINTS

Locations identified to pass information to the community during an emergency.

Location 1: Hibaldstow Village Notice Board located at the Village Hall, Station Road, DN20 9DY

Contact information for access: Not applicable

Location 2: Hibaldstow Village Notice Board located at Church Hall, Church Road, Hibaldstow, DN20 9ED

Responsible for updating: Parish Clerk

Contact information for access: Not applicable

Location 3: Parish Council website.

Responsible for updating: Parish Clerk

Contact information for access: Not applicable

PEOPLE/BUSINESSES THAT HAVE OFFERED TO HELP IN AN EMERGENCY

Resources Available	Contact Details
Salt bins located at: - 1. Nookings Drive/Ings Road junction 2. Kent Drive/Hopfield junction 3. East Street/Redbourne Road junction 4. Central Island junction of Station Road and Brigg Road.	Cllr David Stothard Cllr Andrew Elletson
Flood/Snow Warden	Name – Cllr David Stothard H: 01652 659791 Cllr Andrew Elletson

Tractors, trailers, teleporter, etc

Farms:

1. RC Ellis & Sons
2. R Borrill
3. J Coulson

Section 4- Warning and Informing

This section contains public information for various incident types that the 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 around 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 – Individuals should not enter floodwater unless fully trained. 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, 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

PARISH COUNCILLORS NOT ON THE EMERGENCY MANAGEMENT TEAM

Name	Contact Information	Home address	E-mail address
None	-	-	-

ELECTED WARD MEMBERS NOT ON THE EMERGENCY TEAM/PARISH COUNCIL

Name	Home Address	Contact Information	E-mail address
Cllr T Foster			cllr.trevorfooster@northlincs.gov.uk
Cllr D Garritt			cllr.davidgarritt@northlincs.gov.uk

DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

Contact details of neighbouring Town and Parish Councils - who may be able to provide support for each other during an emergency.

Name	Town/ Parish	Contact Information	E-mail address
<u>Redbourne Parish Council</u>			
Jo Curtis	Clerk	01652 656946	clerk@redbourneparishcouncil.gov.uk
<u>Kirton-in-Lindsey Town Council</u>			
Neil Taylor-Matson	Clerk	01652 648978 07518 284173	enquiries@kirtoninlindseytowncouncil.gov.uk

Note: Councillors without a contact telephone number have been omitted from the list.

OTHER USEFUL CONTACT DETAILS -

Organisation	Contact Information	Website
--------------	---------------------	---------

Emergency Response: Ambulance, Fire and Police	999	-
Police Non-Emergency	101	www.humberside.police.uk
North Lincolnshire Council	01724 296296 / 276444 (Out of Hours)	www.northlincs.gov.uk
Anglian Water	03457 145145	www.anglianwater.co.uk
Environment Agency (Floodline)	0345 9881188	www.environment-agency.gov.uk
Environment Agency Incident Hotline	0800 80 70 60	www.environment-agency.gov.uk
National Grid (Gas Emergency Service)	0800 111 999	www.northerngasnetworks.co.uk
Northern Power Grid (Electricity Emergency)	0800 375 675	www.northernpowergrid.com
MET Office	01392 885680	www.metoffice.gov.uk
NHS Direct	111	www.nhsdirect.nhs.uk
Radio Humberside - Tune in to 95.9FM or 1485am - www.bbc.co.uk/humber		

Section 6 - Plan Publication & Information

PLAN PUBLICATION

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

- heps@eastriding.gov.uk

The original electronic version of this plan is kept by:

- Ms D Hotson - Hibaldstow Parish Council Clerk

Backup electronic versions of this plan are kept by:

- Ms D Hotson – Hibaldstow Parish Council Clerk
- Cllr Brian Brooks – Chairman of Hibaldstow Parish Council

Hard copies of this plan are kept at:

- Ms D Hotson - Hibaldstow Parish Council Clerk
- Emergency Team members
- Emergency box

A web version of the plan **with the confidential information removed** has been posted on Parish Council web address for public information. **Note:** The website is currently under construction.

PLAN MAINTENANCE

The plan should be reviewed every 12 months. During the review, every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Parish Council Clerk or their nominated representative will have responsibility for reviewing the emergency plan and should report back to the Parish Council meeting to confirm that a review has taken place.

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

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

PLAN EXERCISE AND REVIEW

An exercise guide and some potential scenarios are available at www.heps.gov.uk, or by calling 01724 297618

The Parish Council Clerk should make sure that all the people who are involved in the plan are aware of their role, and know 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. The Parish Councils should be mindful of data protection legislation when completing and storing this plan.

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

Appendix A – Village Hall Committee Members

HIBALDSTOW VILLAGE HALL COMMITTEE	CONTACT DETAILS		
NAME	TELEPHONE No	ADDRESS	E-MAIL
Alan Smith Chair (Key holder)			hibaldstowvillagehall@gmail.com
Richard Riley Treasurer (Key holder)			Cllr.rriley@hibaldstowparishcouncil.gov.uk Hibaldstowvillagehall.treasurer@gmail.com
Colin Mawdsley Secretary (Key holder)			Cllr.cmawdsley@hibaldstowparishcouncil.gov.uk Hibaldstowvillagehall.secretary@gmail.com
Parish Council representative			
David Stothard Parish Council representative			Cllr.dstothard@hibaldstowparishcouncil.gov.uk
Alan Chambers			

Caretaker (Key holder)			
---------------------------	--	--	--

Appendix B – Village Hall Key Holders

HIBALDSTOW VILLAGE HALL KEY HOLDERS			
NAME	PHONE No	ADDRESS	E-MAIL
Colin Mawdsley			Hibaldstowvillagehall.secretary@gmail.com
Alan Smith			Hibaldstowvillagehall@gmail.com
Richard Riley			Hibaldstowvillagehall.treasurer@gmail.com
Allan Chambers			

Attachment 1: Hibaldstow Street Map



