

# **Appleby Parish Council Community Emergency Plan**

**Owner: Appleby Parish Council**

**September 2019**

**THIS PLAN CONTAINS PERSONAL INFORMATION THAT MUST BE  
TREATED AS,**

**PRIVATE AND CONFIDENTIAL**

## Table of Contents

<b>PREFACE</b> .....	3
<b>Introduction</b> .....	3
<b>Title of Plan</b> .....	3
<b>Type of Plan</b> .....	3
<b>Purpose and Scope of the Plan</b> .....	3
<b>Purpose</b> .....	3
<b>Scope</b> .....	4
<b>Ownership and Audience</b> .....	4
<b>Ownership</b> .....	4
<b>Audience</b> .....	4
<b>Accountability</b> .....	4
<b>Training, Testing, Review and Maintenance</b> .....	4
<b>Plan Distribution and Publication</b> .....	5
<b>PLAN DISTRIBUTION AND PUBLICATION</b> .....	5
<b>Disclaimer</b> .....	5
<b>Section 1: Activation</b> .....	6
<b>Section 2: Key Actions</b> .....	7
<b>Section 3: Community Emergency Team</b> .....	9
<b>Section 4: Community Resources</b> .....	10
<b>Section 5: Vulnerable People</b> .....	11
<b>Section 6: The Multi-Agency Response to a Major Incident</b> .....	11
<b>Section 7: Important Contact Details</b> .....	15

# PREFACE

## Introduction

Many parts of the United Kingdom have suffered from serious flooding following periods of unprecedented rainfall. In recent years we have seen the rise in events which have required a coordinated response.

In December 2007, Sir Michael Pitt published an interim report on the lessons learned from the floods.

*'So responsibility does not lie with Government or other authorities and organisations alone. The response to a major emergency is stronger if all parties work together, including communities and individuals. In major emergencies where responders are severely stretched, community resilience has an important part to play, both before, during and after the event. In preparing for an emergency, communities have an important shared local knowledge - for example, the location of doctors, vulnerable people and temporary shelter and where useful equipment is stored.'*

**'Learning lessons from the 2007 floods', an independent review by  
Sir Michael Pitt, paragraph 7.34, page 122.**

The Appleby plan is written to ensure our community is prepared and demonstrates resilience to future events or any other major emergency, regardless of the cause.

We recognise that as a small community our response to events would be minimal and the community would require external assistance from our larger communities which surround us on all sides.

The purpose of this plan is to primarily assist the vulnerable members of our community and seek to bring assistance, reassurance and help to the community in the first instance or when a sustained response, from larger organisations will take longer to mobilise.

**All Information marked in red text can be considered factual.**

### **Title of Plan**

**Appleby Community Emergency Plan.**

### **Type of Plan**

**This is a generic plan to address all risks.**

## **Purpose and Scope of the Plan**

### **Purpose**

- **To increase community resilience to emergencies.**

## **Scope**

- **The document provides information to assist in managing emergencies within the local community.**
- **The plan is designed to help mitigate the effects of local major or minor incidents.**
- **No person is expected to carry out any tasks or activities that they are not properly trained and qualified to do, 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 and Audience**

### **Ownership**

- **This document is owned by Appleby Parish Council.**

### **Audience**

- **The local community and the responding organisations are the intended audience for this document.**

### **Accountability**

- **Accountability for this plan rests with Appleby Parish Council.**

## **Training, Testing, Review and Maintenance**

- **The owner of the plan is responsible for making sure the plan complies with Data Protection.**
- **The owner of the plan will 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.**
- **The plan will be reviewed every 12 months. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc). The Parish Council will have responsibility for reviewing the emergency plan.**
- **Any updates to the plan or lessons from incidents or exercises, should be approved by Appleby Parish Council before the plan is changed.**

## Plan Distribution and Publication

### PLAN DISTRIBUTION AND PUBLICATION

#### Electronic copies of this plan will be emailed to:

- Vicky Etherington, Senior Emergency Planning Officer, NLC
- Janet Kelly, Humber Emergency Planning Service

#### Paper copies of this plan are kept by:

Chairman, Ivor Keyes  
Vice Chairman, Richard Wilson.  
Clerk, Mrs Lynne Watson.  
Councillor Terry Beisty  
Councillor Alan Coulton  
Councillor Derek Hall  
Councillor Ian Hook  
Councillor Paul Johnson  
Councillor Lisa Wilson  
Keb House Care Home  
Haverholme House Care Home

A web version of the plan with the confidential information removed will be posted on [www.applebypc.org.uk](http://www.applebypc.org.uk) for public information.

#### Disclaimer

***Whilst Appleby Parish Council makes 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 originating bodies.***

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

## Section 1: Activation

### WHEN WILL THE PLAN BE ACTIVATED

- This plan will be activated when at least **four members** of the Appleby Parish Council Community Emergency Team considers it necessary to act in response to an incident, and when action cannot be taken effectively without triggering the arrangements outline in this document.

### WHO CAN ACTIVATE THE PLAN

- A minimum of **four people** can activate the plan.
- Chairman or Vice-Chairman, Clerk and two parish councillors to activate the emergency plan.

### IMMEDIATE ACTIONS WHEN THE PLAN IS ACTIVATED

- If the decision is taken to activate this plan turn to Section 2 and follow the key actions.

## Section 2: Key Actions

**Important:** This emergency plan will help mitigate the effects of local major or minor incidents but it is important to remember there are still some overriding factors for the Community Emergency Team to consider.

Laws and regulations still apply during an emergency, so things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.

No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put at risk as a result of responding to the incident.

All those involved in this plan must follow the instructions and advice of the emergency services.

### KEY ACTIONS

- Gather as much information about the situation as possible (**ETHANE**).
  - E**xact location of the emergency.
  - T**ype of incident.
  - H**azards that are present or anticipated.
  - A**ccess routes for emergency responders.
  - N**umber of people and/or properties involved (estimate).
  - E**mergency services or other organisations already in attendance or required (eg Police, Fire, Ambulance, utilities etc).
- If the situation is life-threatening dial 999.
- Take control until the emergency services arrive, manage Priorities, and designate to willing helpers where appropriate.
- Take regular 2 minute time outs, to re-evaluate the situation, as situations can change quickly and priorities change.
- Instruct everyone to follow the advice of the emergency services.
- At all times be aware of your own safety and the safety of those around you.
- Consider whether you can work safely and effectively from your current location, or whether you need to move to an alternate location (see Section 3).
- Make contact with the emergency services of North Lincolnshire Council if they are involved in the incident. Inform them of the contact number and location of the Community Emergency Team.
- Arrange for local residents to be warned of any dangers.

## KEY ACTIONS

- Consider if it is necessary to open emergency accommodation. If so ensure there is a power supply, heat and arrange for supplies of food and drink. Arrangements for food and drink supplies can be made via Tesco Scunthopre, see telephone list.
- Arrange for contact to be made with the vulnerable members of the community identified in Section 5 and arrange for advice/assistance to be offered.
- Arrange for the community resources/organisations identified in Section 4 to be made available as necessary.
- Tune into your local radio station (see Section 9 for a list of stations and their frequencies) and advise your community to do the same (the list of stations is also included in their copy of the Household Emergency Plan).
- Maintain regular communications with the representatives of the responding organisations on the scene.

### Section 3: Community Emergency Team

**Important:** The information in the boxes marked with an asterisk will be recorded in the Council's emergency plan.

#### **COMMUNITY EMERGENCY TEAM \***

In the event of the plan being triggered the following members of the Parish Council have agreed to form a Community Emergency Team to help mitigate the effect on the local community.

See attached list in section 7 of the Plan.

#### **COMMUNITY EMERGENCY CO-ORDINATION CENTRE \***

If a Community Emergency Team is brought together to discuss the community response, they will meet at the following location:

Appleby Village Hall, School Lane, Appleby, DN15 0AL

#### **COMMUNITY EMERGENCY BOX**

Each Parish Councillor has a copy of the plan so there is no need for a Community Emergency Box.

## Section 4: Community Resources

### COMMUNITY EMERGENCY SHELTER\*

\* In an emergency the following location is designated as the community emergency shelter:

Appleby Village Hall, the key holders are:

**Mr Paul Johnson**  
**2 Sawyard Cottages,**  
**Ermine Street,**  
**DN15 0BE**  
**Tel (01724) 856616**

**Clive Prior**  
**Amethyst Cottage**  
**School Lane**  
**Appleby**

**Jenny Hook**  
**Bramley Grange**  
**School Lane**  
**Appleby**

**Audrey Stainton**  
**18 Paul Lane**  
**Appleby**  
**(01724) 734185**

**Ivor Keyes**  
**Woodside Lodge**  
**6 Old Vicarage Drive**  
**Appleby**  
**DN150BY**

\*Facilities: showers, heating, toilets, tables.

Capacity: 180 seating only

Number of seating at tables 110.

Cooking facilities: kitchen, cookers, boilers and kettles. Crockery and cutlery available.

Car parking arrangements: outside hall and on playing field opposite.

Communications equipment (eg phone/fax/email/radio): NONE.

### KEY SITES WITHIN THE COMMUNITY\*

\*Suitable location(s) for sand-bag dump

- **Appleby Village Hall.**
- **Appleby Playing Field**

\*Suitable locations of hard standing for emergency vehicles: **Village Playing Field hard standing area and Village Hall car park.**

## **Section 5: Vulnerable People**

Not included in this version.

Residents of Keb House Residential Home, 10 residents (max).

Keb House Residential Home would need to use the Village Hall as their primary refuge and have a key to enable them to do so.

## **Section 6: The Multi-Agency Response to a Major Incident**

### **Response to a Typical Major Incident**

Normally the Police co-ordinate the response to major incidents. When the incident moves into the recovery phase the lead co-ordination role may pass from the Police to one of the other responding organisations. It could be the Council, the Environment Agency or the Primary Care Trust.

The emergency response is built from the ground up and additional layers of management are added according to the scale of the incident.

### **Operational (Bronze) Co-ordination**

The operational area is where the 'hands-on' work is done. Responding organisations work side by side at the scene.

An 'inner cordon' for essential workers is set up around the immediate vicinity of the incident.

The Police establish an outer cordon at a safe distance around the inner cordon to provide a safe area for all responders.

### **Tactical (Silver) Co-ordination**

Large emergencies are greedy on resources. To 'do the most for the most' a level of management is needed to decide on the best tactics to employ. To achieve that a multi-agency tactical (Silver) level of management is set up. All responding organisations normally send a member of staff to attend the tactical level group. It is usually based in the Police mobile 'command' vehicles within the outer cordon. But sometimes it is located away from the scene (e.g. a local Police station) depending on the incident.

North Lincolnshire Council is not an emergency service. It does not have a mobile control. It co-ordinates its activities from one of its offices. It uses a trained Incident Manager to co-ordinate an Emergency Control Team made up of representatives from each involved service area.

The control team:

- Helps to provide a co-ordinated Council Response.
- Allows information to be shared more efficiently.
- Allows requests for services to be actioned more quickly.
- Allows each service area to see how the incident affects them and decides how best to offer assistance.

The Incident Manager needs to know what's happening at the multi-agency tactical (Silver) management group. So a Forward Liaison Officer goes to the scene to be the eyes and ears of the Incident Manager. All requests from the scene for Council support are made through the Forward Liaison Officer who then speaks directly to the Incident Manager or Control Team.

The Forward Liaison Officer can:

- Obtain regular position statements regarding the incident.
- Facilitate a swift response to a request for Council services.
- Identify where Council services can assist in the response to the incident.
- Assess the impact of the incident on the Council and the community.

The Incident Manager has access to a list of all the Parish and Town Council's that have prepared emergency plans, along with their contact details, and will make contact as soon as initial actions have been completed.

### **Strategic (Gold) Co-ordination**

Each organisation may decide to convene its own top-level strategic group.

North Lincolnshire Council has a Strategic Emergency Management Team (SEMT). Elected members provide advice to the SEMT.

To ensure there is a co-ordinated strategy across all responding organisations in the Humber area, a Strategic Co-ordination Group (SCG) is established, normally hosted and chaired by the Police. They meet at a location completely detached from the scene with suitable communications and meeting facilities. For the Humber area this would normally be at Police Headquarters at Queen's Gardens in Hull.

The SCG determines the multi-agency strategic issues including the management of the aftermath of the incident and the return to normality.

North Lincolnshire Council send a member of the executive to the SCG.

### **Regional Co-ordination**

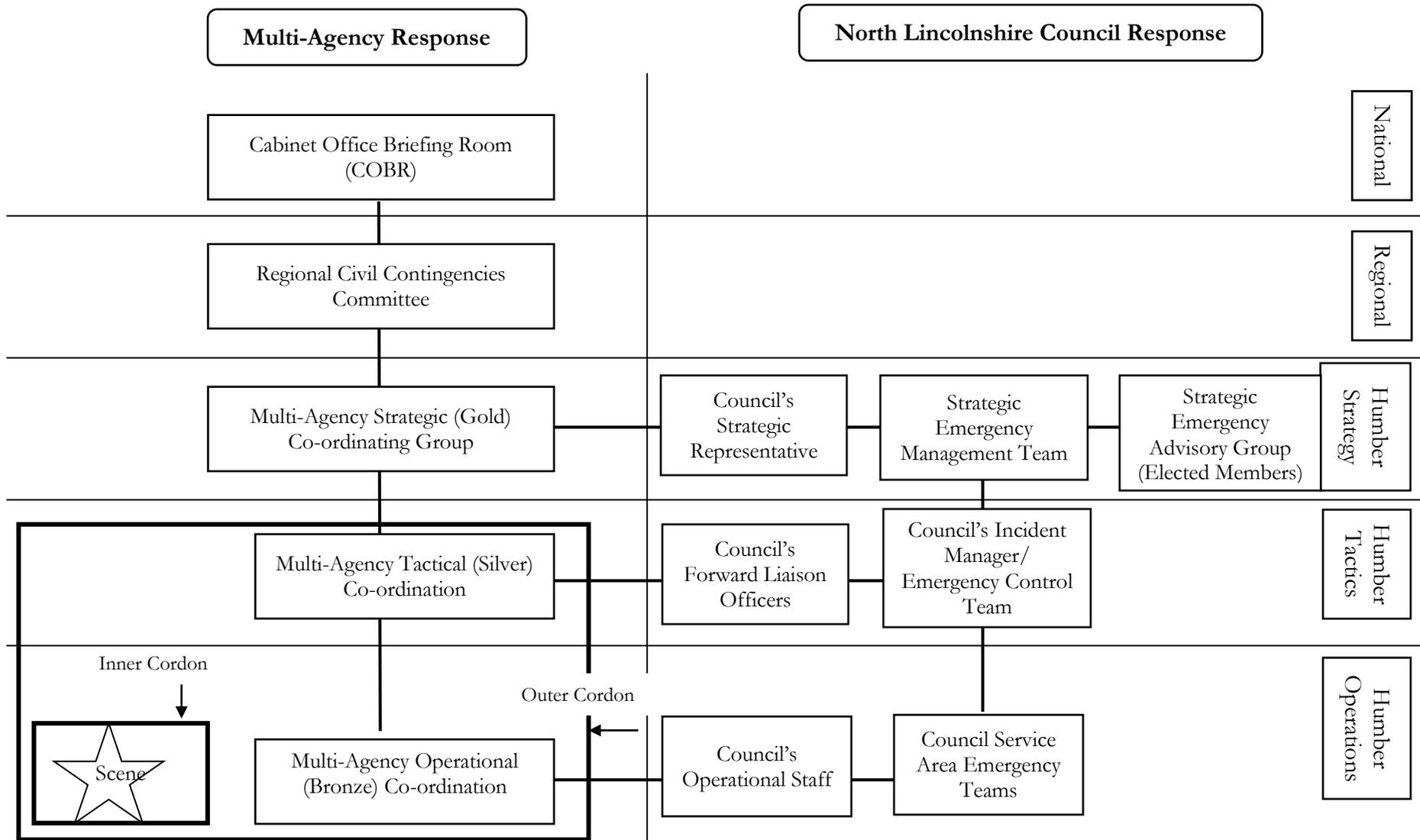
If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

A member of the Humber SCG would represent the Humber area on this committee.

### **National Co-ordination**

Some incidents that require national resources and co-ordination trigger central government involvement. National support is co-ordinated by the Cabinet Office Briefing Room (COBR).

## Response to a Major Emergency



## Section 7: Important Contact Details

COMMUNITY EMERGENCY TEAM	
Name:	Ivor Keyes
Role:	Parish Council Chairman.
Address:	Woodside Lodge, Old Vicarage Drive, Appleby, DN15 0BY
Home Phone:	01724 733206
Work Phone:	
Mobile Phone:	07752144970
Name:	Richard Wilson.
Role:	Parish Council Vice Chairman.
Address:	1 School Lane, Appleby, Scunthorpe.
Home Phone:	01724 732923
Work Phone:	
Mobile Phone:	07708608502
Name:	Terry Beisty
Role:	Parish Councillor
Address:	Bramble Cottage, 5 Carr Lane, Appleby, DN15 0AH
Home Phone:	01724 735596
Work Phone:	
Mobile Phone:	
Name:	Alan Coulton
Role:	Parish Councillor
Address:	School Lane, Appleby
Home Phone:	01724 734388
Work Phone:	
Mobile Phone:	
Name:	Derek Hall
Role:	Parish Councillor
Address:	Chapel House, Risby Road, Appleby, DN15 0AE(01724 732230
Home Phone:	
Work Phone:	07786 396245
Mobile Phone:	
Name:	Ian Hook,
Role:	Parish Councillor
Address:	Bramley Grange, Applegarth, Appleby DN15 0AT
Home Phone:	
Work Phone:	
Mobile Phone:	07894942772
Name:	Paul Johnson
Role:	Parish Councillor
Address:	2 Sayward Cottages, Ermine Street, Appleby, DN15 0BZ
Home Phone:	01724 856616
Work Phone:	
Mobile Phone:	07828425088

## COMMUNITY EMERGENCY TEAM

Name: Mrs Lynne Watson,  
Role: Parish Clerk  
Address: 1 Orb Lane, Scunthorpe. DN158QY  
Home Phone:  
Work Phone:  
Mobile Phone: 07739571610

Name: Lisa Wilson.  
Role: Parish Councillor  
Address: 1 School Lane Appleby, Scunthorpe.  
Home Phone: 01724 732923  
Work Phone:  
Mobile Phone:

Name: Diane Midwinter  
Role: Animal Welfare Co-ordinator  
Address: 29, Ermine Street  
Home Phone: 01724733602  
Work Phone:  
Mobile Phone: 07903 234062

## OTHER COMMUNITY LEADERS

Name: Helen Young  
Role: Manager/Owner  
Address: Keb House, Haytons Lane, DN15 0AP  
Home Phone:  
Work Phone: (01724) 733956  
Mobile Phone:

Name:  
Role:  
Address:  
Home Phone:  
Work Phone:  
Mobile Phone:

### *In an Emergency Dial 999*

## EXTERNAL CONTACTS

Humber Emergency Planning Service 01482 393091  
Environment Agency (Floodline) 0845 988 1188  
Northern Power Grid – 0800 375675  
Gas Emergencies – 0800 111 999  
Anglian Water – 08457 919155  
Severn Trent Water – 08457 500 500  
Humberside Fire & Rescue Service (non-Emergency) – 01482 565333  
Maritime and Coastguard Agency – 01262 672317  
Humberside Police (non-Emergency) – 101  
NHS Direct – 111  
North Lincolnshire Council – 01724 297000  
National Rail Enquiries – 08457 48 49 5  
Tesco Emergency Supplies - 01916935796

**RADIO FREQUENCIES**

BBC Radio Humber 95.9 FM
Lincs FM 102.2 FM
Viking FM 96.9 FM