

SOUTH FERRIBY PARISH COUNCIL

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**Community
Emergency
Plan – Level 3**

South Ferriby

Community Emergency Plan

V2 May 2019

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SECTION 1

Activation of the Community Emergency Plan

WHEN THE PLAN WILL BE ACTIVATED

This plan will be activated when a designated member of the Community Emergency Management 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

A minimum of three of the Community Emergency Team must consider it necessary to take action in response to an incident before the emergency plan can be activated.

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.

COMMUNITY EMERGENCY TEAM

These will be the names and contact details of the members of the Town & Parish Council that will form the Emergency Team

Name	Contact No.	Home Address	E-mail Address
Roy Holloway Chair	Home – 01652 635417 Mobile – 07899906433	8 Sluice Rd South Ferriby DN18 6JG	cllrholloway@southferribyparishcouncil.gov.uk
Holly Hanson Clerk	Home – 01652 618617	Appledore 26 Main Street Horkstow Barton-upon- Humber DN18 6BG	clerk@southferribyparishcouncil.gov.uk
Mr Alan Fisher Vice Chair	Home – 01652 637406	Abstainers Cottage Low Street South Ferriby DN18 6HQ	alansandra1@btinternet.com

Mr David Mouncey	Mobile – 07799 151255	Halfway House Sluice Road South Ferriby DN18 6JG	dfmouncey@btinternet.com
Ms Sara Haddon	Mobile – 07808 958957	Wayside Sluice Road South Ferriby DN18 6JA	sjhaddon@aol.com
Mr Dewi Bennett	Mobile – 07765 896669	Packet House Sluice Road South Ferriby DN18 6JQ	cllrbenett@southferribyparishcouncil.gov.uk
Mrs Sharron Sibson	Mobile – 07947 090619	Lindisfarne Skinners Lane South Ferriby, DN18 6HL	cllrsharronsibson@southferribyparishcouncil.gov.uk
Mrs Andrea Wilford	Mobile – 07751 509381	Windmill Bungalow Sluice Road South Ferriby DN18 6JD	cllrandreawilford@southferribyparishcouncil.gov.uk
Mrs Noreen Cecil-Purvis	Home – 01652 636544	2 Prospect Place Beulahland South Ferriby DN18 6HP	Clrncecil-purvis@southferribyparishcouncil.gov.uk

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 flooding and severe weather. Please turn to sections 6 & 7 and work through both sections together
- Gather as much information about the situation as possible – e.g.:
 - The location of the emergency.
 - Type of incident.
 - Number of people and/or properties involved.
 - The type of support that might be needed (e.g. 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 nominated location (see section 1) and instigate the call cascade as necessary.
- Decide which local resources should be mobilised initially to support the community.

- Notify the following, as appropriate:
 - Community Coordinators
 - Flood Wardens
 - South Ferriby Village Hall
 - South Ferriby School
- 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/Town Clerk to convene an urgent meeting of the Parish Council.

Section 2

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 location(s):

IDENTIFIED INCIDENT ROOM

Name	Address	Contact No.	24 Hr Access
South Ferriby Village Hall	Horkstow Road South Ferriby DN18 6HS	[REDACTED]	Yes
South Ferriby Primary School	Horkstow Road South Ferriby DN18 6HU	[REDACTED]	Yes

EMERGENCY BOX

An emergency box has been kept at the village shop & Post Office.

It contains the emergency plan and contact numbers.

Useful things for your box might include:

- copy of this plan.
- street map of the area.
- Paper and pens.
- Two-way radio.

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.

VENUE 1

Name: South Ferriby Village Hall

Address: Horkstow Road, South Ferriby, DN18 6HS

Telephone No: [REDACTED]

Key Holder's Name: [REDACTED]

Key Holders Address: [REDACTED]

Key Holder's Telephone: [REDACTED]

Facilities

Capacity: 120

Cooking Facilities: Yes

Car Parking Arrangements: Yes

Internet Access: Yes

VENUE 2

Name: South Ferriby School
 Address: Horkstow Road, South Ferriby, DN18 6HU
 Telephone No [REDACTED]
 Key Holder's Name: [REDACTED]
 Key Holders Address: n/a
 Key Holder's Telephone:

Facilities

Capacity: 40+
 Cooking Facilities: Y
 Car Parking Arrangements: Y
 Internet Access: Y

VENUE 3

EMERGENCY SERVICES / RESPONDERS' SHELTER(S)

Could any of the shelters above be made available to the emergency services to work from during the response to an emergency? Please list all appropriate venues below.

Venue 1. As above
 Venue 2. As above

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

GW & TJ Wells – see contact details below.

B Lowish – see contact details below.

SUITABLE LOCATIONS FOR EMERGENCY INFORMATION POINTS

Location 1: Notice board
 Responsible for updating: Parish Clerk
 Contact information for access: Parish Clerk
 Location 2: Notice board
 Responsible for updating: Parish Clerk
 Contact information for access: Parish Clerk
 Location 3: Website
 Responsible for updating: Parish Clerk
 Contact information for access: Parish Clerk

SUITABLE LOCATIONS FOR EVACUATION PICK UP POINTS

Location 1: South Ferriby Village Hall
 Contact information for access: see previous venue information

Location 2: South Ferriby School
 Contact information for access: see previous venue information

PEOPLE/BUSINESSES THAT HAVE OFFERED TO HELP IN AN EMERGENCY

Resources Available	Contact Details
Supplies from Village Shop	D&K Smith [REDACTED]
Storage facility (24 hr access) Equipment	GW & TJ Wells [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Four Wheel Drive	Mr V R Leaning – 01652 635255 / 07768 031850
Security/Patrols/Labour	CEMEX South Ferriby Cement Plant [REDACTED] [REDACTED]

COMMUNITY ORGANISATIONS OR PEOPLE WITH A SPECIAL SKILL, WHO COULD HELP DURING AN EMERGENCY

Resources Available	Organisation/Persons Name and Contact Details
Catering & Supporting	South Ferriby Village Hall Committee [REDACTED]

SECTION 3

Vulnerable members of the Community who may need particular help during an emergency

As per the advice from Humberside Fire and Rescue, the Parish Council is choosing not to provide a list. It would be extremely difficult to maintain an up-to-date record and without this list all members of the community will be treated as potentially vulnerable.

Name, Address and Contact Information	Name, Address and Contact Information

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.

SECTION 5

Additional Emergency Contacts

FLOOD WARDENS

These are community volunteers that operate in some areas to monitor river levels and provide the Environment Agency with the latest local flooding information. If you do not have a Flood Warden already and live in a flood risk area, please contact the Environment Agency for advice on whether it may be suitable for your community.

Name	Contact Information	Home address	E-mail address
Roy Holloway	Home – 01652 635417 Mobile – 07899906433	8 Sluice Road South Ferriby North Lincolnshire DN18 6JG	clrholloway@southferribyparishcouncil.gov.uk
Dave Mouncey	Mobile – 07799151255	Halfway House Sluice Road South Ferriby North Lincolnshire DN18 6JE	dfmouncey@btinternet.com

EMERGENCY COMMUNITY CO-ORDINATORS

Name	Contact Information	Home address	E-mail address	Availability
Vic Leaning	01652 635255 07768 031850			
Brian Hook	01652 634972			

ELECTED MEMBERS NOT ON THE EMERGENCY TEAM / PARISH COUNCIL

Name	Contact Information	Home address	E-mail address

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
Rev. Rowett St Nicholas' Church	Home – [REDACTED]		

DETAILS OF NEIGHBOURING TOWN AND PARISH COUNCILS

Name	Town/Parish	Contact Information	E-mail address
Bruce Rowles	Horkstow	[REDACTED]	horkstowclerk@btinternet.com
All Councillors	Elsham	Deb Hotson	theparishcouncil@outlook.com

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(contact Parish Clerk)		07842 201877	
All Councillors (Contact Parish Clerk)	Bonby	Holly Hanson	clerk@bonbyparishcouncil.gov.uk
All Councillors (Contact Parish Clerk)	Saxby All Saints	Louise Ward	clerk@saxbyallsaints-pc.gov.uk
All Councillors (Contact Parish Clerk)	Worlaby	Deb Hotson	theparishcouncil@outlook.com

OTHER USEFUL CONTACT DETAILS -

Organisation	Telephone Number	Website
Environment Agency	0345 988 1188 (Floodline)	www.environment-agency.gov.uk
Met Office		www.metoffice.gov.uk
Northern PowerGrid	0800 375675	www.northernpowergrid.com
Gas	0800 111 999	
Anglian Water	08457 919155	www.anglianwater.co.uk
Severn Trent Water	08457 500500	www.stwater.co.uk
Humberside Fire & Rescue	01482 565333 (Non Emergency)	www.humbersidefire.gov.uk
Maritime & Coastguard Agency	01262 672317	www.mcga.gov.uk
Humberside Police	101 (Non Emergency)	www.humbersidepolice.co.uk
NHS Direct	111	www.nhs.uk
North Lincolnshire Council	01724 297000	www.northlincs.gov.uk
National Rail	08457 48 49 50	
Highways Agency		www.highways.gov.uk
East Midlands Travel Line		www.travelineeastmidlands.co.uk
Radio Humberside - Tune in to 95.9FM or 1485am - www.bbc.co.uk/humber		

SECTION 6

Flooding Specific Actions

If you are in an area that receives flood warnings, dial Floodline on 0845 988 1188/0345 988 1188. Keep checking for updates.

Refer to the “Flood Specific Response Measures” table. Implement any agreed actions as appropriate. Mobilise the pre-identified resources and make offer of support to those that may be vulnerable.

Where ever possible, advise residents to:

- Put any flood protection products they have into place.
- Move cars to higher ground.
- Make sure any valuable or sentimental items and important documents are safe.
- 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.
- Be prepared to turn off mains gas and electricity.
- Be prepared to evacuate if necessary:
 - 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.
- 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.
- Not to walk or drive in 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. Floodwater will probably also contain raw sewage.
- Not to walk on sea defences or riverbanks and to be aware that bridges may be dangerous to walk or drive over
- Always wash their hands/arms/legs if they do come into contact with floodwater with hot water and soap.
- Keep contaminated footwear and clothing away from children.
- Never allow children to play in floodwater, as well as the risk of disease manhole covers may have dislodged under the pressure of floodwater creating a drowning risk.

Try and provide support to residents in carrying out these actions, and to flood wardens if you have them.

FLOOD CO-ORDINATORS -

SFPC agreed that all members living about the 5 mtr line would be designated co-ordinators, and as such may be called on in an emergency. Names and contact details listed in Section 5.

Flood Contingency Plan – Instructions for Co-ordinator

You will need to be registered with Floodline which will alert you by landline or mobile, this will be your initial

warning of flood risk. This same warning will go to the flood wardens as listed in Section 5. All or some of the Flood Wardens will monitor the affected area and make the decision to implement the flood plan. This will be done by ringing one or all of the co-ordinators.

Your Role

The Co-ordinator should set up an office at the Village Hall. An automatic warning is likely to have been given by Floodline up to 12 hours before a flood is expected.

Consult tide time tables and listen to Humberside Radio to determine when and flooding should be expected. Record events and all decisions (with times) in note book provided as they happen.

There will be a number of groups to co-ordinate:

- Those on the Humber Bank checking for water coming over the bank or breaches of the sea defences.
- Those earmarked to visit homes and to move vulnerable people.
- Those in the Village Hall – receiving those who leave their homes

Information will need to be sought from:

- Environment Agency
- Radio Humberside
- North Lincolnshire Council

If you are contacted by any of the Flood Wardens, as listed in Section 5 they will explain the area affected and advise you of the seriousness of the situation. The decision will then be made to implement the full flood plan of just local help i.e. in the case of heavy rain.




REMEMBER THEY ALL LIVE IN THE SLUICE AREA AND AS SUCH ARE RELYING ON YOU TO TAKE CONTROL!

You will then need to do the following. This can be done before going to the shop which will in effect act as your control centre.

1. Command Centre at the Village Hall. Keyholder Sandra Fisher 01652 637406.
2. Alert other co-ordinators to the situation and delegate as required.
3. Make your way to the Village Hall keeping in contact with the Flood Wardens as required. Please take your mobile phone with you and charger, pen and paper, portable radio and Flood Plan (A MASTER COPY WILL BE KEPT AT THE SHOP).

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MEANING OF EA FLOOD WARNING CODES

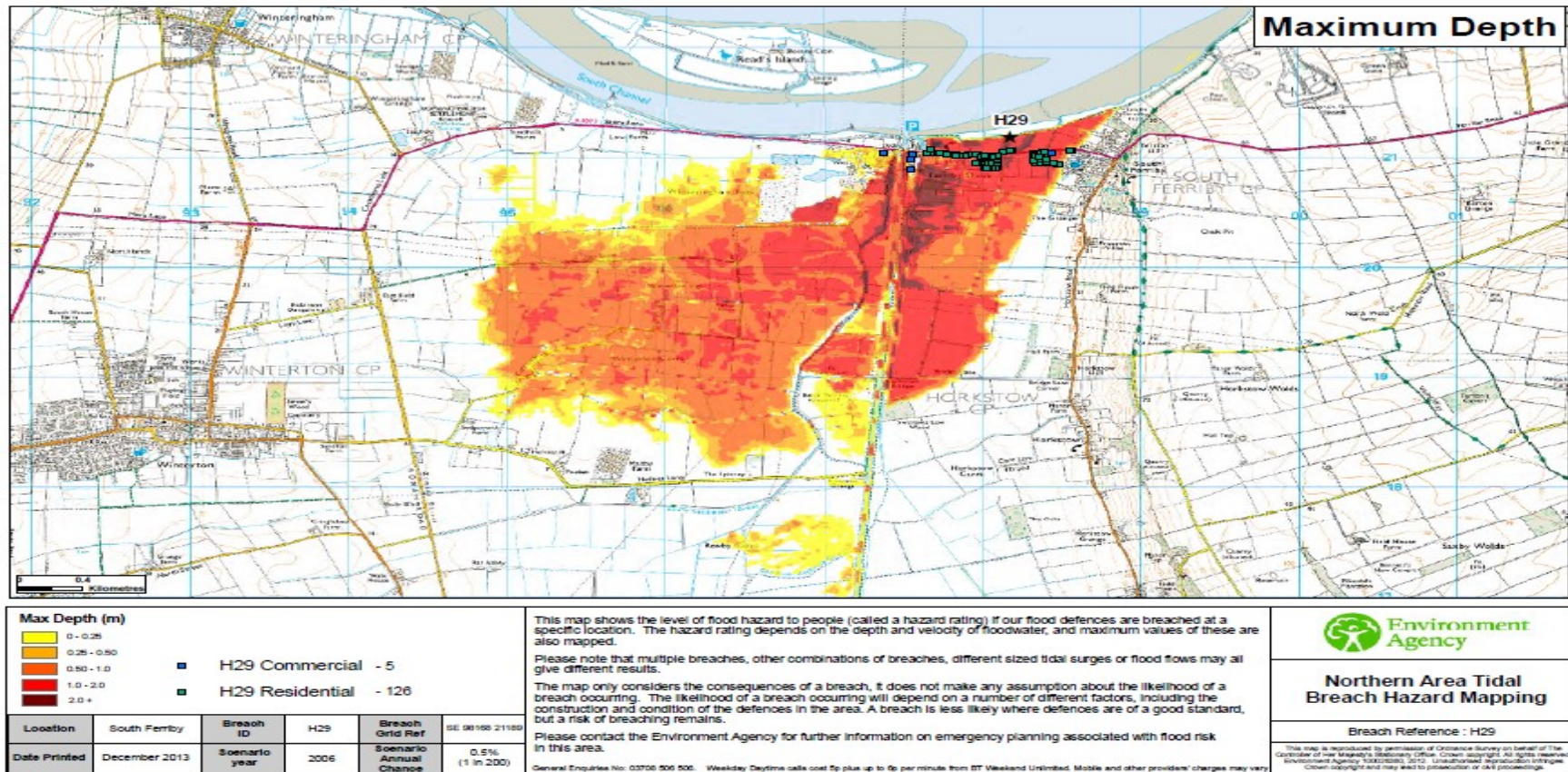
Flood Code	What it means	When it's used	What to do
 FLOOD ALERT	Flooding is possible. Be prepared.	Two hours to two days in advance of flooding.	<ul style="list-style-type: none"> • Be prepared to act on your flood plan. • Prepare a flood kit of essential items. • Monitor local water levels and the flood forecast on our website
 FLOOD WARNING	Flooding is expected. Immediate action required.	Half an hour to one day in advance of flooding.	<ul style="list-style-type: none"> • Move family, pets and valuables to a safe place. • Turn off gas, electricity and water supplies if safe to do so. • Put flood protection equipment in place.
 SEVERE FLOOD WARNING	Severe flooding. Danger to life.	When flooding poses a significant threat to life.	<ul style="list-style-type: none"> • Stay in a safe place with a means of escape. • Be ready should you need to evacuate from your home. • Co-operate with the emergency services. • Call 999 if you are in immediate danger.

FLOOD SPECIFIC RESPONSE MEASURES

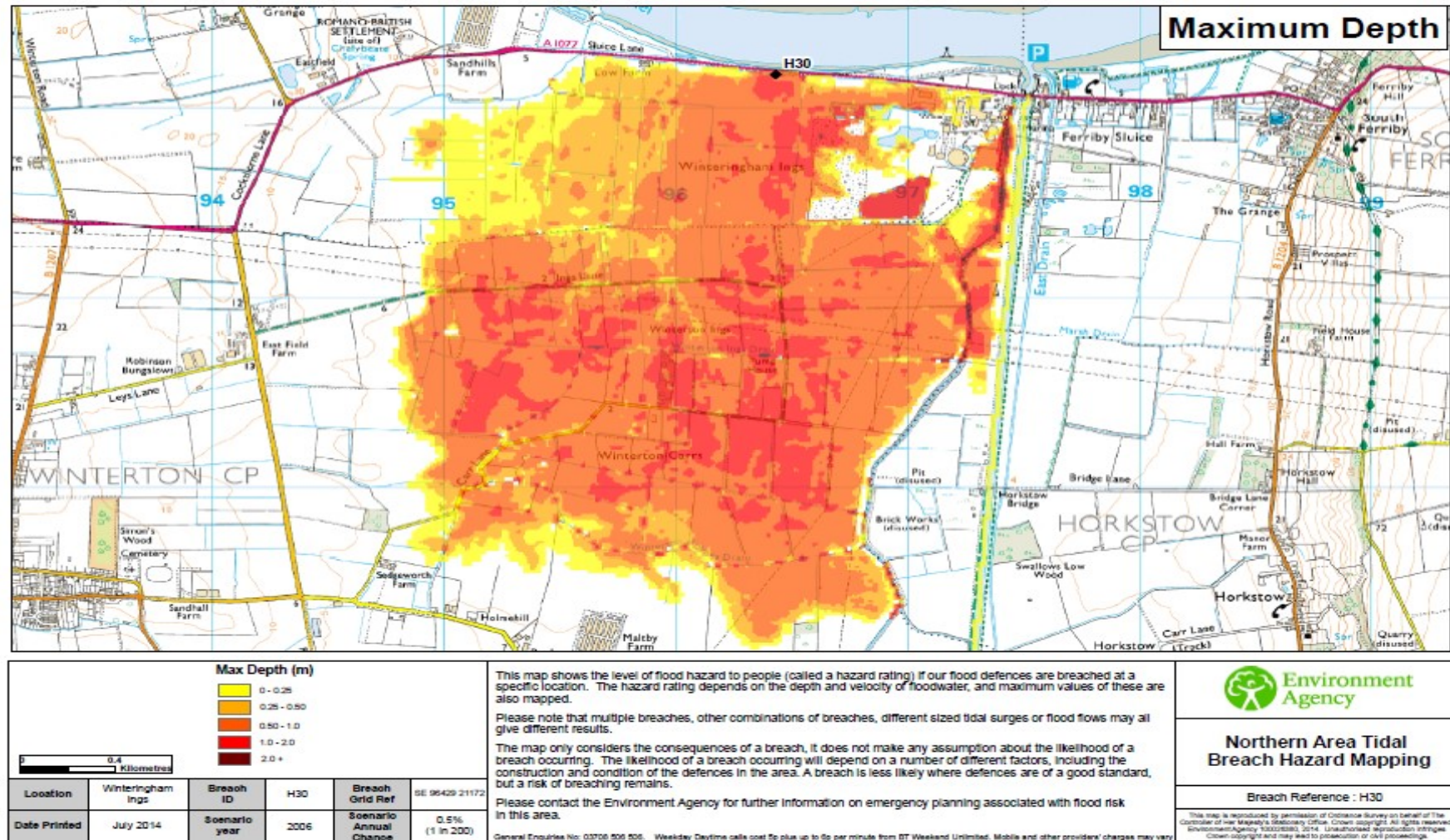
Known Location at Risk	Action required before a flood	Action required during a flood	Equipment and People Required	Time Required	Any known areas of Vulnerable People affected
Sluice Road	<ul style="list-style-type: none"> • See plan • Siren 	<ul style="list-style-type: none"> • See plan 	As required – see section 2	Two hours to complete door knock	
Andrews Road	As above	As above	As above	As above	
Sands Lane, Mill Lane and Old Warp Lane	As above	As above	As above	As above	

South Ferriby Community Emergency Plan – Level 3

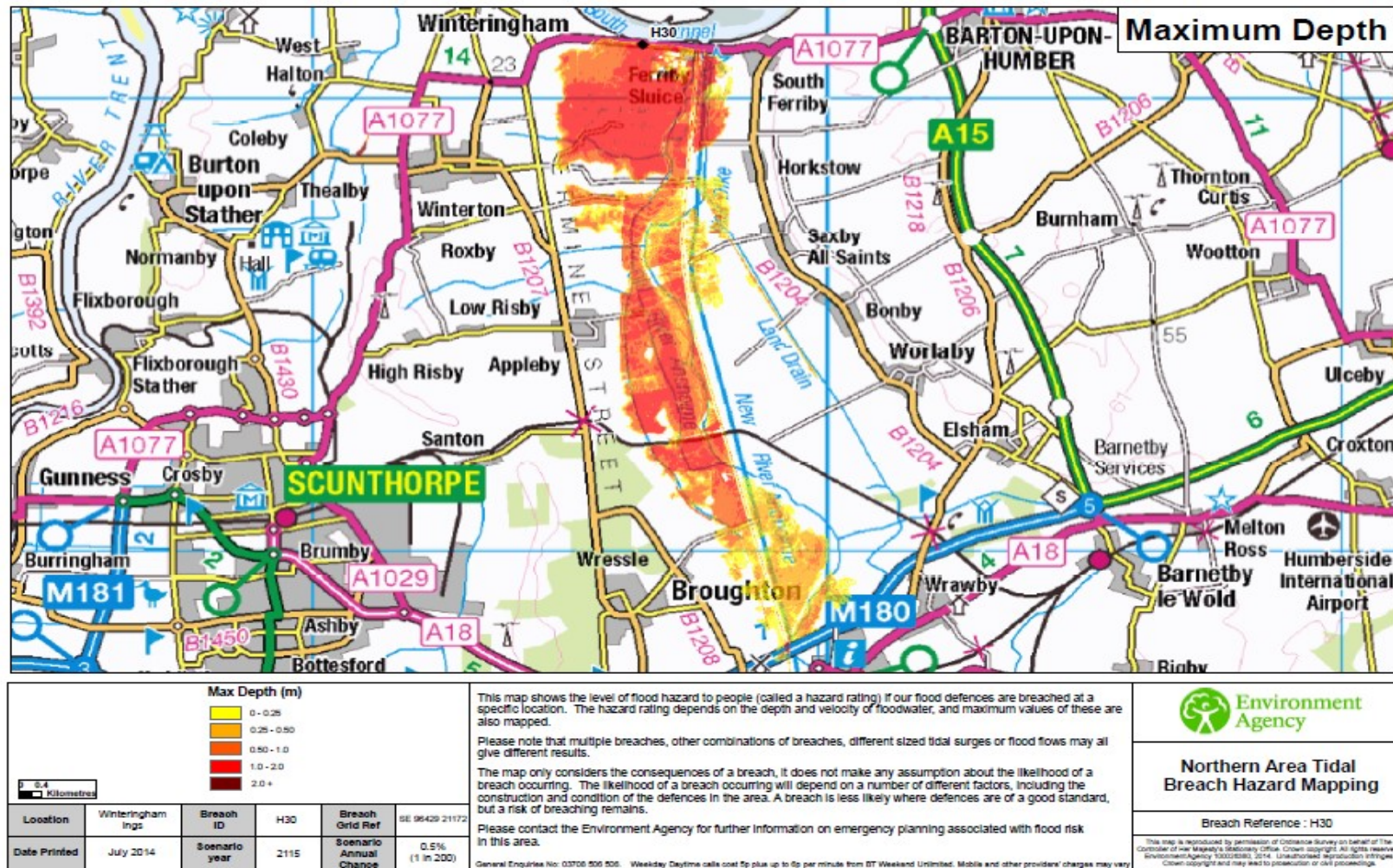
SKETCH MAP SHOWING LOCATIONS AT RISK OF FLOODING AND THE FLOW ROUTE



South Ferriby Community Emergency Plan – Level 3



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SECTION 7

Severe Weather Specific Actions

Water pumps available from farmers
Snow Wardens (Dave Mouncey). Grit and shovels.
Severe ice – as above.
Low-lying substations.

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OTHER RISK RESPONSE MEASURES TABLE

Known Location at Risk	Action required before incident	Action required during incident	Equipment and People Required	Time Required	Any known areas of Vulnerable People affected
Poor road/ pavement conditions due to ice and snow Beech Road Estate	Early gritting following weather forecast	<ul style="list-style-type: none"> • Snow warden/s to clear and grit pre-arranged routes. • Check identified vulnerable people. 	<ul style="list-style-type: none"> • Snow Warden/s, and supply of grit • Two volunteers to check on vulnerable people 	<ul style="list-style-type: none"> • Two hours to set up • Two hours to complete check on Vulnerable people 	

SECTION 8

Plan Publication and Information

PLAN PUBLICATION

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

- Emergency.planning@northlincs.gov.uk
- Holly Hanson, Clerk to South Ferriby Parish Council
- Roy Holloway, Chair, South Ferriby Parish Council
- Kate Smith, South Ferriby Post Office

The original electronic version of this plan is kept with:

- Holly Hanson, Clerk to South Ferriby Parish Council

Hard copies of this plan are kept at:

- Roy Holloway, Chair South Ferriby Parish Council, 8 Sluice Road, South Ferriby
- South Ferriby Post Office
- Holly Hanson, Clerk to South Ferriby Parish Council

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

PLAN MAINTENANCE

The plan should be reviewed every annually. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Parish Council will have responsibility for reviewing the emergency plan and should report back the Parish/Town 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 by September (annually) before the plan is changed.

The Parish Council is responsible for providing an updated version of the plan to all those listed in Section 1.

PLAN REVIEW

The Parish Council 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.letsgetready.org.uk

DATA PROTECTION

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

Version 1 – Oct 2017

Version 2 Adopted – 13th May 2019

Next Review – May 2020