

**Seaton Ross
Parish Council**

Community Emergency Plan

Seaton Ross Parish Council
Community Emergency Plan

CONTENTS

Contents	2
Section 1	3
<i>Emergency Management Team</i>	<i>3</i>
<i>Incident Room</i>	<i>4</i>
<i>Emergency Box.....</i>	<i>4</i>
<i>Emergency Information Points.....</i>	<i>4</i>
Section 2	6
Before an Emergency (general advice)	6
When an Emergency is Expected (general advice).....	8
During an Emergency (general advice).....	11
Activation of the Community Emergency Plan	12
Emergency Management Team Checklist.....	13
Emergency Contact Directory.....	15
Section 4	18
Plan Publication.....	18
Section 5.....	19
Plan Maintenance Roles and Responsibilities	19

Seaton Ross Parish Council
Community Emergency Plan

Section 1

Emergency Management 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

The role of the Emergency Team is to co-ordinate the activities of your Council during an emergency by assessing the situation, mobilising the appropriate local resources to support the community and maintaining links with the emergency services, the local authority and other responding organisations.

The contact numbers here will be held by East Riding of Yorkshire Council and the Emergency Services and will be the numbers used to contact your Town or Parish Council during an emergency. During a wide area emergency e-mail may be the only feasible form of communication.

Seaton Ross Parish Council

Community Emergency Plan

Incident Room

If an emergency team is brought together, it has been agreed that they will meet in one of the following location(s):

Location	Keyholder(s)	Contact Information	Availability
Village Hall	J Henley G Sampson D Raffaelli A Sheldon C Curran	01759 318411 01759 318630 01759 318970 01759 318602 01759 319239	Most of the time
Church	D Raffaelli	01759 318970	Most of the time

Emergency Box

An emergency box has been kept at Village Shop and Village Hall.

It contains:

- Wind up radio
- Wind up torch
- Copy of plan
- Register of electors
- Pencils and paper

Emergency Information Points

Locations can be pre-identified to pass information to the community during an emergency; these can be places such as community centres or the parish notice board.

If the parish/town council have a website or access to social networking sites these can be very useful in keeping everyone informed of the latest situation.

One member of the Emergency Management Team should be responsible for making sure all the Emergency Information Points have the same information to avoid confusion.

Seaton Ross Parish Council
Community Emergency Plan

Location	Responsible for updates	Contact Information
Notice board	Parish clerk	01759 318674 07557 345 204 seatonrosspc@gmail.com
Village web site	Manuela De Sousa Ferreira	admin@seatonross.org.uk
Parish Council website	Jane Stewart	01759 318674 07557 345 204 seatonrosspc@gmail.com

Seaton Ross Parish Council

Community Emergency Plan

Section 2

Before an Emergency (general advice)

Help the Community Prepare

Every household in the East Riding of Yorkshire should have received a “Preparing for The Unexpected” booklet from East Riding of Yorkshire Council. You can help your community be prepared for an emergency by encouraging them to follow the advice contained in that document. In particular you can:

- Encourage all members of your community to make sure they are adequately insured review their insurance
- Make sure that people are signed up to the Environment Agency Flood Warning Service if your community is in a flood risk area. Point them in the direction of the National Flood Forum for more information on flood defence products and to local surveyors and architects for advice on their effectiveness.
- Encourage people to prepare a Go Bag including, or prepare one for them:
 - Key documents (such as passport, driving licence, your personal emergency contact list and insurance details).
 - First aid kit including any medication.
 - Wet wipes and/or antibacterial hand gel.
 - Battery operated radio with spare batteries or wind up radio.
 - Notebook and pencil/pen.
 - Mobile phone/charger.
 - Glasses/contact lenses.
 - Toiletries (including nappies/sanitary supplies).
 - Any special items for babies, children, elderly and disabled people.
 - Spare set of keys (home/car/office).
 - Bottled water/energy bars.
 - Coins/cash (small denominations) and credit/debit cards.
 - Change of clothes and blankets and sensible footwear (if necessary, waterproofs).
 - A torch and batteries or a wind up torch.
- Encourage people to complete a household emergency plan (contained in the Lets Get Ready Booklet)
- Encourage people to make a “Community Friend” – this is someone, or some people, that can be called during an emergency to provide practical support – such as helping move furniture, look after pets, share house keys to look after each others properties and maybe know which valuable and sentimental items should be moved upstairs, check on you if you are poorly and go to the shops and chemists on your behalf.
- Make sure people know how to respond. In an emergency, people should go inside go in, stay in and tune in to their local radio station for further instructions and updates – unless there is a fire, or any other threat to staying in the property, or unless they have been advised otherwise by the Emergency Services.

Seaton Ross Parish Council

Community Emergency Plan

- Check that your community are ready for an emergency – ask them the following questions:
 - Do you have a household emergency plan?
 - Have you discussed your plan with family and friends?
 - Do you know the emergency plan for your children's school/nursery/college?
 - Do you know the emergency plan for your place of work?
 - Have you completed a personal emergency contact list?
 - Have you prepared a check list for your 'go bag', or packed it ready to go?
 - Do you have ICE contact(s) in your phone, wallet or purse?
 - Do you have a contact person – someone unlikely to be affected by the same emergency - who can keep family and friends informed?
 - Do you have a wind up or battery-operated portable FM/AM radio?
 - Do you have alternative, agreed meeting points?
 - Do you have working smoke alarms in your home?
 - Do you have adequate contents and buildings insurance?
 - Do you have copies of your most important documents stored somewhere other than at home?
 - Do you have a written list of your valuables, plus photographs or DVD/video?
 - Have you undertaken a basic first aid course?
 - Have you checked if your property is in a flood risk area?
 - Have you thought about arrangements for pets if you need to leave your home?
 - Have you identified possible exit routes from every room in your home?

If you need further copies of the booklet, they can be obtained by calling 01482 393095.

The Environment Agency has flooding specific information for communities in flood risk areas. Call 0845 988 1188 for more information.

Make sure that you are prepared

- Make sure that you have your own household plan and go bag up to date and ready
- Buy a wind up torch, wind up radio and wind up mobile phone charger
- Let people know you are willing to act as a co-ordinator during an emergency
- Find out whether you Town or Parish Council have their own Community Emergency Plan that you can link into

You might be able to make contact with another community co-ordinator from another Neighbourhood Watch group; someone who is unlikely to be affected by the same emergency and who might be able to act as a runner to pass you radio alerts if you lose power.

Seaton Ross Parish Council

Community Emergency Plan

When an Emergency is Expected (general advice)

If you can, let people in your community know what's happening and advise people to be aware of the situation.

Use the following advice in unusual weather conditions:

- 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 been 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
 - Village community salt bin is sited at the junction of Laytham Road and Mill Lane. NOTE only this green bin is for public use.

Seaton Ross Parish Council

Community Emergency Plan

- 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
 - Put any flood protection in place

REMEMBER flood water will probably contain sewage, which can cause disease. Always wash your hands/arms/legs after coming into contact with floodwater with hot water and soap. Keep contaminated footwear and clothing away from children

DO NOT 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. If you need to walk through floodwater consider using a pole (brush handle) to test the ground in front of you

Encourage members of the community to check on their neighbours, especially if they are elderly or live on their own.

Seaton Ross Parish Council
Community Emergency Plan

Seaton Ross Parish Council

Community Emergency Plan

During an Emergency (general advice)

- IN AN EMERGENCY DIAL 999 IF NECESSARY
- Follow advice from the Emergency Services and responding organisations, make sure that your own family is safe, and that your house is secure
- Tune into the local radio station and listen for public advice messages

If you are able:

- Pass on any public advice messages to your community
- Make contact with your fellow coordinators
- Try to assess the impact of the emergency on your community and assess whether there is any support that you, or other community volunteers can provide, such as:
 - 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
- Consider asking for additional members of the community (volunteers) to help with the response
- Co-ordinate offers of support where you can
- Pay particular attention to people that might be made vulnerable during an emergency
- Liaise with the Town / Parish Council if they have a Community Emergency Plan
- 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.

Seaton Ross Parish Council *Community Emergency Plan*

Activation of the Community Emergency Plan

There are a number of ways that you might be notified of an emergency. East Riding of Yorkshire Council has arrangements in place to contact you if there is an emergency in your area. This may be by e-mail if it is a major wide area emergency. The Emergency Services might contact you directly or one of your residents. There is no specific definition of an emergency in this document – your Council may want to use some of these arrangements in response to smaller incidents which wouldn't usually be classed as an emergency.

When the Plan Will be Activated

This plan will be activated when a designated member of the Parish Council Emergency Management Team is notified of an incident and considers that:

- it is necessary to take action and
- that action cannot be taken without triggering the plan

Responsibility for Activating the Plan

The following people can activate the plan:

- Jane Henley, Dave Gardham, Jane Stewart, Gail Brockhouse, Dave Gascoyne, Claire Hunt, Richard Chapman, Claire Curran, Rachel Underwood and Paul Johnson.

How the Plan Will be Activated

This plan will be activated when two of the persons listed above decides that the plan should be triggered, and begins to follow the initial actions checklist in Section 2.

Seaton Ross Parish Council *Community Emergency Plan*

Emergency Management Team Checklist

INITIAL ACTIONS

- IN AN EMERGENCY DIAL 999
- Tune into BBC Radio Humberside (95.9 FM) or Viking FM (96.9 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
- If the situation does not require an immediate response, request the Parish Clerk convene an urgent meeting of the Parish Council.
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location
- Notify the emergency team and request that meet at the nominated location (see section 5) <and instigate the call cascade as necessary>
- Church Warden - David Raffaelli dr3@york.ac.uk
- Vale Watch – 07870344692
- People with medical skills – Dave Gascoyne, Richard Chapman, Geoff Gardham, Gill Reid, and Denise Westaby.
- Make contact with the Emergency Services / East Riding of Yorkshire Council if they are involved in the incident.
- Arrange for contact to be made with the vulnerable members of the community identified in Section 4 as appropriate and arrange for advice / assistance to be offered. You might want to give this task to one person within the emergency team to co-ordinate.
- 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.
- 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

Seaton Ross Parish Council
Community Emergency Plan

- 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
- 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.

Seaton Ross Parish Council
Community Emergency Plan

Emergency Contact Directory

Parish Council Contacts

Name	Contact Information	Home address	E-mail address
Jane Henley, Chairman	Home – 01759 318411 Mobile -07870 943693	Green Farm Southfield Lane	ajh@titandial.net
Dave Gascoyne	Home -01759 318004 Mobile – 07902 559446	West Lea Cottage North End	Bamber1963@btinternet.com Dave.gascoyne@nimans.net Facebook yes
Jane Stewart, Clerk	Home – 01759 318674 Mobile – 07557 345 204 Work – 0330 403 4166	Damson Cottage South End	seatonrosspc@gmail.com
Richard Chapman	Home – 01759 318856	Highfield House Mains Lane	richard.chapman@telefonica.com
Claire Curran	Home - 01759 319239 Mobile - 07825 395263	Sundial Cottage North End	claire355@btinternet.com
Paul Johnson	Home – 01759 318438 Work – 01759 318517 Mobile -07875510271	Paul Johnson South Farm	pjohnso1@hotmail.com johnsohlg@btinternet.com
Claire Hunt	Home – 01759 319123 Work – 01759 319233 Mobile - 07984 192383	Jungle Mains Lane	ce_hunt@hotmail.com
Gail Brockhouse	Home - 01759 318167 Mobile - 07801 005633	Heathfield House South End	Gail.brockhousez@telefonica.com Facebook yes

Seaton Ross Parish Council
Community Emergency Plan

Rachel Underwood	Home - 01759 318887 Mobile - 07876 254596	Rueberry House South End	Rachelhughes2@hotmail.com.uk
Geoff Gardham	Home – 01759 318004 Mobile – 07902 559446 Work – 0161 925 1438	Cross House West End	geoffgard@btinternet.com

Other contacts

Melbourne School	01759 318369
Melbourne PC Pauline Lewin	01759 318203
Woldgate School	01759 302395
Valewatch	07870 344692
Holme Upon Spalding Moor School	01430 860287
Sutton Upon Derwent School	01904 608440
Pocklington Independent School	01759 321200
Pocklington Infant School	01759 302699
Pocklington Junior School	01759 302224
Lumleys Shop	01759 318335
Mark Blackburn Garage	01759 318171
Robert Hunt Farmer	01759 318693 07946 722 305
Fred Henley Farmer	01759 318411 07770 634 507
Mike Stathers	07802 187 614
David Rudd	01430 873708
Andy Burton	07846 210409

Seaton Ross Parish Council

Community Emergency Plan

External Contact Details:

- Fire, Police, Ambulance and Coastguard - 999
- Police Non Emergency Number - 0845 60 60 222
- NHS Direct – 0845 46 47
- East Riding of Yorkshire Council (general enquiries) – 01482 393939
- ERYC Parish/Town Council Emergency Hotline – 01482 393536
- Environment Agency Floodline – 0845 988 1188
- Gas Emergency Service and Gas Escapes - 0800 111 999
- Electricity Emergency Service and Supply Failures – 0845 733 1331
- Yorkshire Water - 0845 124 24 24
- Maritime and Coastguard Agency – 01262 672317
- Pocklington Group Practice – 01759 302500
- Market Weighton Group Practice – 01430 873433
- The Ridings Group– 01757 288315 and 01430 860221
- York Hospital – 01904 631313
- Goole Hospital – 01405 70720

Radio Humberside – Tune in to 95.9FM or 1485am

www.bbc.co.uk/humber

www.metoffice.gov.uk

*Seaton Ross Parish
Council
Community Emergency
Plan*

Section 4

Plan Publication

PLAN PUBLICATION

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

- heps@eastriding.gov.uk
- Chairperson J Henley ajh@titandial.net

The latest copy of this plan is kept at Damson Cottage, South End Seaton Ross YO42 4LZ.

Backup paper copy of this plan is kept at Seaton Ross Village Hall.

A web version of the plan has been posted on seatonross.org.uk for public information.

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.

*Seaton Ross Parish
Council
Community Emergency
Plan*

Section 5

Plan Maintenance Roles and Responsibilities

- The plan should be reviewed 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 the Parish Council before the plan is changed.
- The clerk is responsible for providing an updated version of the plan to all those listed in Section 7.
- This plan should be exercised not applicable. An exercise guide and some potential scenarios are available at www.heps.gov.uk, or by calling 01482 393051.
- The clerk should make sure that all the people who are involved in the plan aware of their role, and know that that they might be contacted during an emergency.
- The clerk is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.