

NORTH FERRIBY
PARISH COUNCIL



EMERGENCY PLAN

THIS VERION OF THE PLAN IS FOR
WEB PUBLICATION ONLY
ALL CONFIDENTIAL INFORMATION HAS BEEN REMOVED

Issued February 2018

North Ferriby Emergency Plan

Foreword

North Ferriby Parish Council has produced this document to provide an invaluable 'catalogue' of information and procedures, with handy points of reference which may be consulted both at the beginning of, and at any time, during the course of a major incident.

This document is issued to key individuals within the Parish of North Ferriby to assist in the recovery from such incidents in the minimum amount of time, with minimum disruption and at minimum cost.

The material contained in this document has been culled from a variety of sources and contributions as to future amendments and additions would be welcome. These should be directed to the Clerk of North Ferriby Parish Council.

It is important that this document is seen solely as an Aide Memoire and not as a 'catch all' compendium. It is a source of considerable assistance, which can help you respond to any major incident.

1. Introduction

The initial response to a major incident should be provided by the police, fire and ambulance services who will call for support and assistance from East Riding of Yorkshire Council as appropriate.

We should be able to act faster than many of the responding organisations, as we have local knowledge contained within this plan that could prove invaluable during the response to a major incident.

2. Aim

Our aim has been to plan properly for foreseeable circumstances and learn lessons from previous incidents whilst adopting a rational and logical decision-making process that will make our plan work. The North Ferriby Parish Council Emergency Committee will monitor and evaluate this plan. If it is not current or it is flawed we will rewrite it.

3. Plan Ownership & Document Control

This is the web version of the plan and all confidential information has been removed. This version should not be used by North Ferriby Parish Council in the event of an emergency. It is available on the website to provide residents with general information.

North Ferriby Parish Council owns this plan and its contents and it is their responsibility to ensure that it is accurate and up to date. North Ferriby Parish Council will review this plan at least once a year.

SECTION 1: ACTIVATION

When the Plan Will be Activated

This Plan will be activated when at least **two members** of North Ferriby Parish Council **Emergency Committee** consider 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.

Responsibility for Activating the Plan

Any two of the following people can activate the Emergency Plan:

- Chairman and Vice Chairman of North Ferriby Parish Council
- Members of the Emergency Committee and Clerk to the Council

How the Plan Will be Activated

This Plan will be activated when two of the persons from the above lists decide that the plan should be triggered and begin to follow the action checklist in Section 3

SECTION 2: PRE-PLANNING TO AID THE RESPONSE

EMERGENCY TEAM

In the event of the plan being triggered the Emergency Committee members of the Parish Council have agreed to form part of the Emergency Team who will help to mitigate the effects on the community. The names and contact details are contained in the first table in Section 6.

INCIDENT ROOM

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

1. The Village Hall – (Committee Room)
2. At the property of one of the Emergency Team members listed in Section 2
3. The Parish Hall
4. The Duke of Cumberland Public House

EMERGENCY BOX

An Emergency Box is held at the Village Hall and the Parish Hall which contains:

1. A copy of this plan
2. A laminated street map of the area
3. Pen and paper
4. The register of electors
5. Windup/battery operated radio
6. Wind up/battery operated torch
7. First Aid case
8. Hazard Tape and Scissors
9. 4 way USB plug
10. Whistle
11. High Vis Jackets x3
12. Map of the wider region
13. Matches
14. Candles

SECTION 3: EMERGENCY TEAM ACTION CHECKLIST

ACTION CHECKLIST

- **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 your local radio station for updates BBC Radio Humberside (95.9 FM) or Viking FM (96.9 FM)
 - Make contact with the representatives of any responding organisations at the scene.

- Identify which location for an incident room will be most effective and gather the Parish Council Emergency Team in the pre-identified incident room (see section 2)

- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve (both contained in Appendix 1)

- Make contact with the Emergency Services/East Riding of Yorkshire Council if they are involved in the incident, and tell them that you have activated your emergency plan.

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

- Arrange for contact to be made with the vulnerable members of the community identified in Section 5 as appropriate and arrange for advice / assistance to be offered. You may wish to give this task to one person within the Emergency Team to co-ordinate

- Arrange for the community resources/organisations identified in Section 4 to be made available as necessary. You may wish 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 wish to give this task to one person within the Emergency Team to co-ordinate

- The East Riding of Yorkshire Council may be sending update emails to the Emergency Team members. Agree who is going to keep checking their email account and keep monitoring the ERYC website.
- Inform the community that their Emergency Team is active and 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.
- Decide whether you will offer residents a key number to contact during the emergency.
- Establish contact with neighbouring town and parish councils and ask for / offer support if appropriate.
- Consider what actions are needed to protect livestock and pets
- Ensure that any members of the 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.
- When the immediate risk of the emergency has passed consider what role the Parish Council can play in helping the community recovery. Continue the meetings on the Emergency Team, using the Recovery Aim and Objective document in Appendix 2.
- Specific actions relating to due to Flooding contained in Appendix 3
- Specific actions relating to Snow Clearance contained in Appendix 4
- General information about Multi Agency Response to a Major Incident contained in Appendix 5

NORTH FERRIBY PARISH COUNCIL

EMERGENCY INFORMATION

Defibrillator location:

Your community emergency shelter:

Your evacuation (transport pick up) point:

Fire Service, Police, Ambulance & Coastguard	999
Anglian Water	03457 145 145
East Riding of Yorkshire Council	01482 393939
Electricity Emergency Service & Supply Failure	105
Environment Agency Floodline	03459 88 11 88
Fire Service – non emergency	01482 565333
Gas Emergency Service & Gas Escapes	0800 111 999
Hull City Council	01482 300300
NHS – non emergency	111
North East Lincolnshire Council	01472 313131
North Lincolnshire Council	01724 297000
Police – non emergency	101
Severn Trent Water	0800 783 4444
Yorkshire Water	08451 24 24 24

If you are advised to evacuate your home by the emergency services:

- Turn off electricity, gas and water supplies and unplug appliances.
- Take your mobile phone and charger.
- Take some spare clothes.
- Take prescribed medication with them.
- Take cash and credit cards.
- Lock all doors and windows.
- If possible, take your pets with you. Otherwise, make sure they are somewhere safe with food & water.

If you leave by car, take bottled water, a duvet or blankets and tune into the local radio for emergency advice and instructions.

Parish Clerk telephone – 01482 631 822

Radio Humberside – 95.9 FM

**SECTION 4: COMMUNITY
RESOURCES**

Community resources available for use during an emergency

This complete section has been removed from this public version of the plan

SECTION 5: VULNERABLE PEOPLE

The following people have asked if the Parish Council can contact them during an emergency to see if they need any particular assistance.

The next section has been removed from this public version of the plan

Area Wardens

Often a person is not vulnerable until they are affected by an emergency and it may often be necessary to send people into an area to door knock, provide specific information, or simply to have a visible presence so that people can ask them for help. If this was required, in the first instance the members of the full Parish Council have been assigned the following streets.

Streets to be covered	Name
Church Avenue, Church Road, Wilson Close, East Mount, New Walk & West View	Cllr Dennett
Ferriby High Road and Humberdale Drive	Cllr Hookem
Station Road & cul-de-sacs, Parkfield Avenue, The Triangle & Triangle Drive	Cllr Black
Corby Park, Plantation Drive, Highfield Way, Ashdale Park, Nunburnholme Avenue,	Cllr Abraham
Marine Avenue, Riverview Avenue, Derwent Avenue & Southfield Drive	Cllr Taylor
Priory Ave, Selwyn Ave, Ings Lane, Old Pond Place, The Pickerings, Humber Road & Redcliff Drive	Cllr Burney
Parklands Crescent/Drive, Aston Hall Drive, The Rise, Roxton Hall Drive, Spinney Croft & Melton Road	Cllr Payne
Swanland Hill, Swanland Garth & The Greenways	Cllr Swindin
Woodgates Lane and streets off	Cllr Clark
High Street, White House Garth, Narrow Lane, Turners Lane, Low Street, Sands Court and School Lane	Cllr Blogg

SECTION 6: CONTACT DIRECTORY

Much of this section has been removed from this public version of the plan

OTHER USEFUL CONTACT DETAILS		
Organisation	Telephone Number	Website
Emergency Response ONLY Ambulance, Coastguard, Fire & Police	999	
Anglian Water	03457 145 145	www.anglianwater.co.uk
East Riding of Yorkshire Council	01482 39 39 39	www.eastriding.gov.uk
Electricity Emergency Service and Supply Failures	105	
Environment Agency Floodline	03459 88 11 88	www.environment-agency.gov.uk
Fire Service – non-emergency	01482 565333	
Gas Emergency Services and Gas Escapes	0800 111 999	www.northerngasnetworks.co.uk
Hull City Council	01482 300 300	www.hullcc.gov.uk
Humber Coastguard Office - Non-Emergency	01262 672 317	www.dft.gov.uk/mca
MET Office		www.metoffice.gov.uk
NHS – non-emergency	111	www.nhsdirect.nhs.uk
North East Lincolnshire Council	01472 313 131	www.nelincs.gov.uk
North Lincolnshire Council	01724 297 000	www.northlinks.gov.uk
Police Non-Emergency	101	www.humberside.police.uk
Severn Trent Water	0800 783 4444	www.stwater.co.uk
Yorkshire Water	08451 242 424	www.yorkshirewater.co.uk
Radio Humberside	Tune in to 95.9FM or 1485AM – www.bbc.co.uk/humber Or contact Radio Humberside on 01482 323232	
Hessle Grange Practice	01482 645295	
Dr Maguet	01482 631420	
Dr Mitchell	01482 634004	

SECTION 7: PLAN PUBLICATION

PLAN PUBLICATION

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

- East Riding of Yorkshire Council Principal Emergency Planning Officer
Alan Bravey
- The original electronic version of this plan is kept at 22 The Triangle, North Ferriby, HU14 3AT c/o the Parish Clerk – **Telephone 631822**

Hard copies of this plan are kept by all members of the North Ferriby Parish Council Emergency Committee and those on a list of individuals as agreed by the Parish Council, and in the Emergency Boxes

A web version of the plan **with confidential information removed** will be posted on the North Ferriby Parish Website for public information once the content of this plan is approved by the Parish Council

SECTION 8: PLAN MAINTENANCE

Plan Maintenance Roles and Responsibilities

- North Ferriby Parish Council is responsible for making sure the plan complies with Data Protection and all other appropriate legislation.
- North Ferriby Parish Council 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 plan will be reviewed at least once a year. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc.) North Ferriby Parish Council will have responsibility for reviewing the Emergency Plan.
- Any updates to the plan, or lessons that have been learned from exercises, should be approved by North Ferriby Parish Council before the plan is changed.

Appendix 1

Emergency Management Team

Initial Meeting Agenda

- 1) Introduction of Attendees
- 2) Nominate Lead
- 3) Situation Report
- 4) 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

Appendix 1

Aim and Objectives of the Community's Emergency Response

Aim

- To lessen the effects of the emergency

Objectives

- To work effectively with multi agency responders
- To use community resources to limit the impact of the emergency on
 - People
 - Property
 - Local Businesses
 - Environment
 - Heritage
- To help vulnerable members of the community
- To engage the resources available from the community and voluntary sector and businesses
- To provide residents with warnings and messages throughout the emergency
- To communicate effectively with all Parish Councillors and Ward Councillors during the emergency
- To ensure health and safety of Parish Council personnel and community responders
- To keep records of the actions taken and decision made during the emergency
- To support residents and businesses to recovery from the emergency

Appendix 2

Aim and Objectives of the Community's Recovery Response

Aim

- To help people help themselves to recover from an emergency

Objectives

- People:
 - are protected from immediate risks to health and safety and have access to appropriate shelter, basic resources and essential services.
 - feel that their home and property are safe and secure during recovery
 - have access to the information they need to make their own decisions about how they react to the situation
 - know how to access the services that are available to them.
- Essential services, infrastructure and transport networks are brought back into use as soon as practicable.
- Communities are fully involved in the recovery process and are able to take decisions on issues that affect them.
- Businesses have access to their premises and know how to access support available to them.
- Community resources and organisations are providing practical support as appropriate.
- Recovery is well co-ordinated between all responding organisations.

Appendix 3

Generic Flooding Public Advice

- Put any flood protection products they have into place
- Move cars to a higher ground
- Make sure any valuable or sentimental items and important documents are safe.
- Empty out 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
- 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 blanket and tune into the local radio for emergency advice and instructions
- Put plugs in sinks and weigh them down to prevent backflow from the drains. Weigh down the toilet seat too.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter tray upstairs
- Always wash their hands/arm/legs with hot water and soap after coming into contact with floodwater
- 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

Flooding Contact Numbers – contained in Section 6

- Environment Agency Floodline operates 24 hours a day, seven days a week, and can provide immediate practical advice on flood risk and what to do before, during and after a flood.
- East Riding of Yorkshire Council is responsible for the drains that remove surface water from the highway. In the event of significant highway flooding, ERYC works with other bodies to provide an emergency response, such as the provision of sandbags. The Highways Department can be reached through the ERYC switchboard
- Yorkshire Water is usually responsible for sewer drains in the roads and blocked sewers

Specific details for Ferriby have been removed from this public version of the plan.

Appendix 4

SNOW CLEARANCE

The Emergency Committee will, if appropriate, recommend activation of the Parish Emergency Plan if weather related disruption results in people being unable to leave their homes for the collection of food, prescriptions and other essential items; or being without water due to frozen or burst pipes, or being without electricity or gas because of utility disruptions. Regular checks will be made on the most vulnerable members of the community, and assistance made available to those people who may have become isolated.

The next section has been removed from this public version of the plan

Appendix 4

SALT BINS

There are salt bins at the following locations:

Parish Council Owned Salt Bins

- Corner Marine Avenue/Riverview Avenue
- Southfield Drive
- Church Avenue
- Corner of Plantation Drive/Triangle Drive
- Low Street/Narrow Lane/Station Road
- Ings Lane/corner of Old Pond Place

East Riding of Yorkshire Owned Salt Bins

- Corner Woodgates Mount/Woodgates Lane
- Mount View
- Woodgates Rise
- Corner Woodgates Close/Woodgates Lane
- Corner West Parklands Drive/Parklands Drive
- Top of Parklands Drive
- Corner Parklands Drive/Parklands Crescent
- Corner Parklands Crescent/Aston Hall Drive
- Corner Aston Hall Drive/The Rise
- Corner Swanland Hill/High Street
- Near top of Corby Park
- Corner Corby Park/Plantation Drive
- Corner Corby Park/Woodlands Drive
- Corner Corby Park/Nunburnholme Avenue
- The Triangle
- Corner Nunburnholme Avenue/Parkfield Avenue
- Corner Low Street/School Lane
- Corner New Walk/Church Road
- Corner New Walk/Parkfield Avenue
- Bottom of Station Road at Station
- Corner of Nunburnholme Avenue/Marine Avenue
- Corner Humber Road/Ings Lane
- Corner Riverview Avenue/Southfield Drive

Appendix 4

PRE-IDENTIFIED SNOW CLEARANCE AREAS

The Parish Council has identified primary and secondary areas for snow clearance. Under extreme conditions, priority will be given to clearing the primary routes.

Primary - Highways Agency

- A63 North Ferriby by-pass

East Riding County Council

Primary

- Link roads to/from A63 and Humber Bridge
- Ferriby High Road
- Swanland Hill
- Melton Road/High Street
- Woodgates Lane

Secondary

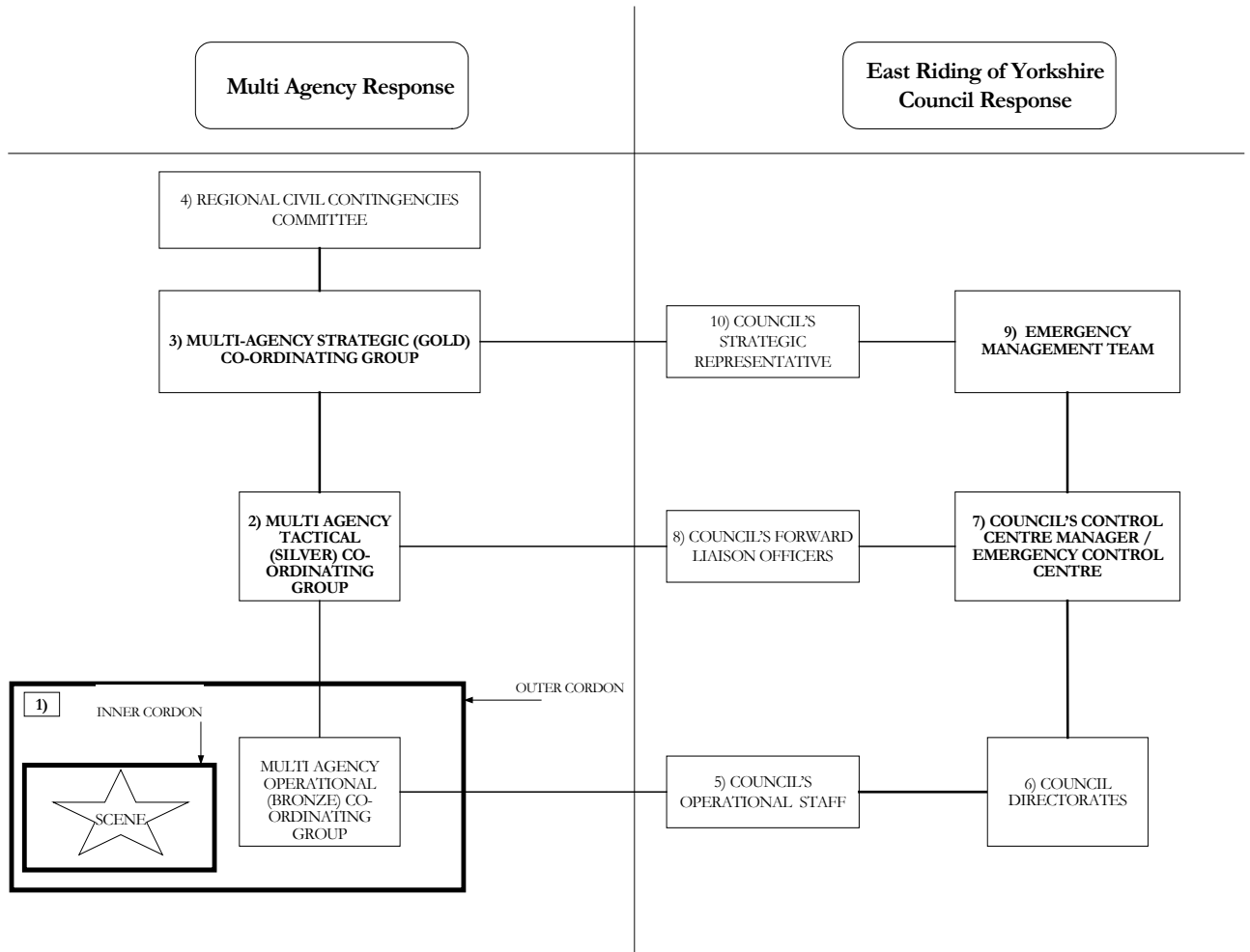
- Corby Park/Nunburnholme Avenue/Parkfield Avenue/New Walk
- Church Road
- Nunburnholme Avenue/Marine Avenue/Ings Lane

Other Parish Council Priorities

- Turners Lane/Station Road/Low Street/School Lane
- Humber Road
- Riverview Avenue/Southfield Drive
- Plantation Drive
- Parklands Drive/Parklands Crescent/Aston Hall Drive

Appendix 5

BACKGROUND INFORMATION – THE MULTI AGENCY RESPONSE TO A MAJOR INCIDENT



The next section has been removed from this public version of the plan