



Community Emergency Plan for Kirton in Lindsey

web version

Updated: 21st October 2019

SECTION 1: PLAN ACTIVATION

Activating the Plan

This plan should be activated when an incident happens that requires a co-ordinated community response.

Any member of the Town Council / Community Emergency Team may be notified of such an incident, often by the local authority or residents. They should contact one of the following people who have been authorised to activate the community emergency plan and lead the initial incident response:

Any three of the following people can activate this plan:

- The Town Clerk, Town Hall, High Street, Kirton in Lindsey, DN21 4LZ
- Billy Boyd, 14 Fairfields, Kirton in Lindsey, DN21 4GA
- Kathy Cooper, 14 Southdale Close, Kirton in Lindsey, DN21 4BS
- Pat Frankish, 1 North Cliff Road, Kirton in Lindsey, DN21 4NJ
- David Garritt, 27 Ings Road, Kirton in Lindsey, DN21 4BU

Emergency Management Team

In the event of the plan being triggered the following Town Councillors and members of the community have agreed to form part of the Emergency Team:

- The Town Clerk
- Billy Boyd, Town Councillor
- Kathy Cooper, Town Councillor
- Pat Frankish, Town Councillor
- David Garritt, Town Councillor

SECTION 2: EMERGENCY TEAM ACTION CHECKLIST, STANDARD MEETING AGENDA & AIM AND OBJECTIVES

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.
 - 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 either of the nominated locations (see section 1) and instigate the call cascade as necessary.

- Use the standard agenda to run the meeting. Circulate the Response Aim and Objectives so people know what you are trying to achieve.

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

- Notify the following, as appropriate:
 - Community Coordinators / Area Wardens
 - Flood Wardens
 - Neighbourhood Watch Groups
 - Any other Groups pre-agreed

- 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.
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- The 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 Council's website.
 - 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.
 - Decide whether you will offer residents a key number to contact during the emergency.
 - 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 by promoting the protection of self as priority. Emphasise the need for not taking unnecessary risks, carry out any tasks with due care and are seeking assistance and help to carry out tasks and activities that they may not be qualified to do.
 - When the immediate risk of the emergency has passed consider what role the Town Council can play in helping the community recovery. Continue the meetings of the Community Emergency Team, using the Recovery Aim and Objective.

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

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 Town Councillors and Ward Councillors during the emergency
- To ensure health and safety of Town 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

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.

SECTION 3: TOWN RESOURCES

Meeting Venue(s)

The Emergency Management Team will usually need to meet during an emergency and agree what is to be done. The following meeting locations have been identified:

Venue	How to access
The Town Council Offices, Town Hall, High Street, Kirton in Lindsey, DN21 4LZ	Keys – Town Clerk 07518 284173 / 01652 648978, Martin Eccles 07714 022358, Pat Frankish 01652 649365 / 07836 528310
The George Hotel, High Street, Kirton in Lindsey	Glen/Neil 01652 640 600

Emergency Box location and contents

The Town Council has prepared an emergency box to help the Emergency Management Team function in an emergency.

Location	Contents	How to Access
The Town Council Office, Town Hall, High Street, Kirton in Lindsey, in the fire safe.	A copy of the Community Emergency Plan – hard copies and on memory stick. Maps of the area	Access from the Town Council office by key holder.

Emergency Shelter(s)

Sometimes people will need to evacuate their homes in an emergency. The following facilities have been identified where people can shelter for a few hours until they can return home or make alternative arrangements. <Consider a mutual aid agreement with a neighbouring parish if you have no suitable facilities>

Location	How to Access	Capacity
The Town Hall, High Street Kirton in Lindsey	Sharron Harris: 01652 640911/07752 246255 Martin Eccles: 07714 022358 Town Clerk: 01652 648978/ 07518 284173	Facilities: seating and tables, toilets, fully equipped kitchen, car parking on street on slip road to left of building, phone, fax, internet

Huntcliff Academy, Redbourne Mere, Kirton in Lindsey	Key Holders: School office: 01652 648276	Facilities: seating and tables, toilets and showers, fully equipped kitchens, car parking at front of school, phone, fax, internet, radio, television
KLASSIC, Ings Road, Kirton in Lindsey	Martin Eccles: 07714 022358	Facilities: seating and tables, toilets and showers, fully equipped kitchens, car parking at front of school, phone, fax, internet, radio, television

Emergency transport pick-up point(s)

If the local authority arranges transport to move people to a larger emergency shelter, the following locations have been identified as particularly pick up points:

Location	Address, 6 figure grid reference & 'WhatThreeWords' ID that can be provided to the Local Authority
The Green, King Edward Street, Kirton in Lindsey	SK 937 987 cashew.slider.playfully
Kirton in Lindsey Primary School, Cornwall Street, Kirton in Lindsey	SK 935 981 habits.receive.bangle
Huntcliff Academy, Redbourne Mere, Kirton in Lindsey	SK 941 987 easygoing.handicaps.plea
The Town Council Office, Town Hall, High Street, Kirton in Lindsey	SK 937 986 yummy.envisage.kinks
KLASSIC, Ings Road, Kirton in Lindsey	SK 927 986 skirting.start.part
Car Park at Kirton in Lindsey Library, King Edward Street, Kirton in Lindsey	SK 937 987 chats.crawling.bandaged
The Market Place, Kirton in Lindsey	SK 937 986 poems.snipped.wrist

Public Information

The Town Council will provide regular updates to the public during an emergency, including passing on messages received by other organisations. The following information channels can be used.

Information Source	Who can access / update?
Town Council Website www.kirtoninlindseytowncouncil.gov.uk	Town Clerk
Town Council Facebook Page	Town Clerk
Town Council Twitter	Town Clerk
Town Council Noticeboard	Via keys in Town Council office

Defibrillator location(s)

The community's defibrillators can be found at these locations. Access to the defibrillator is usually given by the 999 operator following a 999 call, rather than being mobilised by the Community Emergency Team.

Location	Access Code
Town Hall	Call 999 with ref CPAD1604
Kirton Lindsey Doctors Surgery	Call 999 with ref CPAD1331
KLASSIC	Call 999 with ref CPAD1814
Kirton in Lindsey Fire Station	Call 999 with ref CPAD2178
Fairgarden's Garden Centre	Call 999 with ref CPAD1864
Huntcliff Academy	n/a – contact Huntcliff (AED430)
LIVES responders also have 2 units	n/a – contact LIVES

Hard Standing / Car Parks etc

The following locations have been identified for the emergency services and other should they need to arrange for plant, vehicles or other resources to be delivered.

Location	Address, 6 figure grid reference or location description that can be provided to the Local Authority
Car Park at Kirton in Lindsey Library	SK 937 987 chats.crawling.bandaged
Kirton in Lindsey Primary School	SK 935 981 habits.receive.bangle
Huntcliff Academy	SK 941 987 easygoing.handicaps.plea
The Market Place	SK 937 986 poems.snipped.wrist
KLASSIC	SK 927 986 skirting.start.part

SECTION 4: COMMUNITY RESOURCES

Residents that have offered to help in an emergency

Name	Support Offered
St Andrew's United Church Rev Kathy Colwell (Anglican Rector) 01652 640552 Rev Ian Wales (Methodist Minister) 01652 658268 Rev Jeff Wilson 01652 648687 Rev Kath Darby Pat Frankish (Churchwarden) 01652 649365 Andrew Hodder (Churchwarden) 01652 648947	Community Leaders and Local Knowledge
Women's Institute	Local knowledge
Martin and Mary Hollingsworth Grove Street, 01652 648435	Local and historical knowledge

SECTION 5: VULNERABLE PEOPLE

Buildings / Businesses likely to shelter Vulnerable People in an Emergency

The following buildings / buildings shelter are known to shelter vulnerable people. They have their own emergency plan but the Town Council may wish to check whether they need any assistance in an emergency.

Name	Location	Contact details
	Kirton in Lindsey Primary School	Office: 01652 648792
	Huntcliff Academy	Office: 01652 648276
	Town Hall	01652 640911/ 07752 246255
	KLASSIC	07714 022358

Community Coordinators / Area Wardens

Often a person is not vulnerable until they are affected by an emergency and it may be necessary to send people into an area to door knock, or simply to have a visible presence so that people can ask them for help. If this was required, members of the emergency team or other volunteers would act as Area Wardens and be asked to visit the areas below.

Area to be Covered (to be allocated at the time of the emergency)	Name of Warden (leave blank if to be allocated at the time of the emergency)
	Town Clerk
	Billy Boyd
	Kathy Cooper
	Pat Frankish
	David Garritt

SECTION 6: CONTACT DIRECTORY

(to be reviewed annually)

Community Emergency Team

Name	Address	Telephone	e-mail
Town Clerk	Town Hall, High Street, DN21 4LZ	07518 284173 / 01652 648978	enquiries@kirtoninlindseytowncouncil.gov.uk
Billy Boyd	14 Fairfields, DN21 4GA	<i>Via Clerk</i>	<i>Via Clerk</i>
Kathy Cooper	14 Southdale Close, DN21 4BS	07826 155237 / 01652 648123	kathleen.cooper3@btinternet.com
Pat Frankish	1 North Cliff Road, DN21 4NJ	07836 528310 / 01625 649365	pat.frankish@btinternet.com
David Garritt	27 Ings Road, DN21 4BU	01652 640456	contact@sdgarritt.co.uk

Member of Town Council not on Community Emergency Team

Name	Address	Telephone	e-mail
Geoff Cossey	Via community emergency team	Via community emergency team	Via community emergency team
Karen Gunn	Via community emergency team	Via community emergency team	Via community emergency team
Hazel Fox	Via community emergency team	Via community emergency team	Via community emergency team
Tony Kitchen	Via community emergency team	Via community emergency team	Via community emergency team
Jack Startin	Via community emergency team	Via community emergency team	Via community emergency team

Ward Councillors

Name	Address	Telephone	e-mail
John England	11 Westfield Drive, Messingham, DN17 3PD	01724 763004	Cllr.JohnEngland@northlincs.gov.uk
Trevor Foster	29 Park Street, Messingham, DN17 3RU	01724 762119	Cllr.TrevorFoster@northlincs.gov.uk
Neil Poole	2 Well Street, Messingham, DN17 3RT	01724 764016	Cllr.NeilPoole@northlincs.gov.uk

Neighbouring Town and Parish Councils

Name	Address	Telephone
Messingham	Black Bank Farm, Susworth, DN17 3AX	07397 571469
Redbourne	7 Dovecote Close, Snitterby, DN21 4AT	07725 876666
Hibaldstow	79 Top Road, Worlaby, DN20 0NG	07842 201877
Waddingham	Old Blacksmiths, North Willingham, Market Rasen, LN8 3RA	01673 838151
Brigg	Angel Suite, Exchange Place, Brigg, DN20 8LD	01652 659402
Broughton	Phil Grundy Community & Sports Centre, Scawby Rd, Broughton, DN20 0AB	01652 659441
Gainsborough	Richmond House, Morton Terrace, Gainsborough, DN21 2RJ	01427 811573

Town Resources

Name	Address	Telephone
Doctors Surgery	Traingate, DN21 4PQ	01652 648214
Fire Station	7 West Cross Street, DN21 4DN	01652 648737

Community Resources

Name	Address	Telephone	e-mail
The George	20 High Street, DN21 4LX	01652 640600	
Lime House Bed & Breakfast	4 Queen Street, DN21 4NS	01652 648802	
Kirton in Lindsey Primary School	Cornwall Street, DN21 4EH	01652 648792	
Huntcliff Academy	Redbourne Mere, DN21 4NN	01652 648276	
The George Pub	20 High Street, DN21 4LX	01652 640600	
The Queen's Head Pub	King Edward Street, DN21 4NF	01652 648684	
Mount Pleasant Windmill	North Cliff Road, DN21 4NH	01652 640177	
Lincolnshire Co-op	High Street, DN21 4LU	01652 648234	
Station Road Co-op	Station Road, DN21 4BB	01652 648806	
The Terrace Restaurant at Fairgardens	Cleatham Road, DN21 4JR	01652 640589	
Spar	High Street, DN21 4LU	01652 648396	
Costcutter	Market Place, DN21 4LZ	01652 409518	
Kirton Lindsey Fish Bar	High Street, DN21 4LX	01652 640593	
Bengal Dynasty	High Street, DN21 4LZ	01652 648370	
Teasdales	High Street, DN21 4LX	01652 640582	
Fair Gardens Garden Centre	Cleatham Road, DN21 4JR	01652 648631	
Knights Electrocom Ltd	King Edward Street, DN21 4NF	01652 648378	
Corner Cottage Animal Boarding	Cleatham, DN21 4JN	01652 648788	
Pingley Cottage Farm Livery	Bigby High Rd, Brigg, DN20 9HE	01652 658120	
Grange Farm	North Cliff Road, DN21 4NJ		
Kirton in Lindsey Library	King Edward Street, DN21 4NQ	01652 648406	

Kirton Off Road Club	Gainsthorpe Road East, DN21 4JL	07568 587841	
Humber 4x4 Response		07894 979492	
Ashcroft Veterinary Surgery	High Street, DN21 4LX	01427 612662 / 01652 655200	
Old Courts Veterinary Centre	11 Barnard Avenue, Brigg, DN20 8AS	01652 653224	
The White Swan	The Green, Scotter, DN21 3UD	01724 763061	
Kirton in Lindsey Fire Station	7 West Cross Street, DN21 4DN	01652 648737	
Kirton in Lindsey LIVES	Horncastle, LN9 6SB	01507 525 999	
Domiciliary Care Workers	High Street, DN21 4LX	01652 648335	

Updated: 21st October 2019

Town Council

Emergency Information

Defibrillator locations: *See page 10*
Your community emergency shelter: *See pages 8 and 9*
Your evacuation (transport pick up) point: *See emergency communications*

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

Town Clerk: 07518 648978 / 01652 648978
Website: www.kirtoninlindseytowncouncil.gov.uk
Social Media: Search for Kirton in Lindsey Town Council on Facebook and Twitter
Radio Humberside – 95.9 FM
Lincs FM – 97.6 FM