

Kirton in Lindsey

Community Emergency Plan

Owner: Kirton in Lindsey Town Council

27th July 2016

THIS PLAN CONTAINS PERSONAL INFORMATION THAT MUST BE
TREATED AS PRIVATE AND CONFIDENTIAL.

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PREFACE

Introduction

During June and July many parts of the United Kingdom suffered serious flooding following a period of unprecedented rainfall.

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).

This plan is written to ensure our community is prepared to respond to future flooding events or any other major emergency, regardless of the cause.

Title of plan

Kirton in Lindsey 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.

It 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 Kirton in Lindsey Town Council.

Audience

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

Accountability

Accountability for this plan rests with the Town Clerk and the Kirton in Lindsey Town Council Community Emergency Plan Committee.

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 that they might be contacted during an emergency.

This plan will be exercised once yearly. Kirton in Lindsey Town Council's Community Emergency Plan Committee will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.heps.gov.uk, or by calling 01482 393056.

The plan will be reviewed once yearly. During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc). Kirton in Lindsey Town Council's Community Emergency Plan Committee will have responsibility for reviewing the emergency plan.

Any updates to the plan or lessons from incidents or exercises, should be approved by the Community Emergency Plan Committee before the plan is changed.

If you have suggestions for improving this plan please contact the Town Clerk (01652 648978 / 07544 107607).

Plan distribution and publication

PLAN DISTRIBUTION AND PUBLICATION

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

Humberside Police Local Policing Team
Humberside Police Emergency Planning B Division
Humberside Fire and Rescue
North Lincolnshire Council Emergency Planning
Humber Emergency Planning

Paper and soft copies of this plan are kept at:

The Town Council Office, 84 a South Cliff Road, Kirton in Lindsey, DN21 4HU

Copies are also kept by the CEP Committee:

Billy Boyd, 14 Fairfields, Kirton in Lindsey, DN21 4GA

Kathy Cooper, 14 Southdale Close, Kirton in Lindsey, DN21 4BS

Samantha Layzell, 5 Fusilier Way, Kirton in Lindsey, DN21 4LJ

Pat Frankish, 1 North Cliff Road, Kirton in Lindsey, DN21 4NJ

Tony Kidder, 34 Halton Close, Kirton in Lindsey, DN21 4PX

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

Disclaimer

Whilst Kirton in Lindsey Town 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.

Kirton in Lindsey Town Council will not be responsible for any loss, however arising, from the use of, or reliance on this information.

SECTION 1: ACTIVATION

WHEN THE PLAN WILL BE ACTIVATED

- This plan will be activated when at least three members of the Kirton in Lindsey Town Council Community Emergency 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.

WHO CAN ACTIVATE THE PLAN

- Any three of the following people can activate this plan:
- The Town Clerk, 84a South Cliff Road, Kirton in Lindsey, DN21 4HU
- Billy Boyd, 14 Fairfields, Kirton in Lindsey, DN21 4GA
- Kathy Cooper, 14 Southdale Close, Kirton in Lindsey, DN21 4BS
- Samantha Layzell, 5 Fusilier Way, Kirton in Lindsey, DN21 4LJ
- Pat Frankish, 1 North Cliff Road, Kirton in Lindsey, DN21 4NJ
- Tony Kidder, 34 Halton Close, Kirton in Lindsey, DN21 4PX

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**).

Exact location of the emergency

Type of incident

Hazards that are present or anticipated

Access routes for emergency responders

Number of people and/or properties involved (estimate)

Emergency services or other organisations already in attendance or required (e.g. police fire, ambulance, utilities etc.)

- If the situation is life-threatening dial 999.
- Take control until the emergency services arrive.
- 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 or 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.
- 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.
- Arrange for contact to be made with the vulnerable members of 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).

KEY ACTIONS

- 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 plans.

COMMUNITY EMERGENCY TEAM *

In the event of the plan being triggered the following members of the community have agreed to form a Community Emergency Team to help to mitigate the effects on the local community:

The Town Clerk

Billy Boyd, Town Councillor

Kathy Cooper, Mayor

Samantha Layzell, Town Councillor

Pat Frankish, Deputy Mayor

Tony Kidder, Town Councillor

COMMUNITY EMERGENCY COORDINATION CENTRE*

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

The Town Council Offices, 84a South Cliff Road, Kirton in Lindsey, DN21 4HU
(Keys – Town Clerk 07544 107607 / 01652 648978, Kathy Cooper 01652 648123 / 07826 155237)

The George Pub, High Street, Kirton in Lindsey (Glen/Neil 01652 640 600)

COMMUNITY EMERGENCY BOX

A community emergency box is located at The Town Council Office, 84a South Cliff Road, Kirton in Lindsey, in the cupboard under the kitchen sink. It contains:

A copy of the Community Emergency Plan – hard copies and on memory stick.

A street map of the area

Stationery

A copy of the Register of Electors

Useful contact numbers

A list and contact details for local farmers

SECTION 4: COMMUNITY RESOURCES

COMMUNITY EMERGENCY SHELTER*

*In an emergency the following location(s) is/are designated as the community emergency shelter(s).

The Town Hall, High Street Kirton in Lindsey

Key Holders:

Sharron Harris: 01652 640911/07752 246255

Martin Eccles: 07714 022358

Town Clerk: 01652 648978/ 07544 107607

Facilities: seating and tables, toilets, fully equipped kitchen, car parking on street on slip road to left of building, phone, fax, internet

Huntcliff Technology College, 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

Key holders:

Mandy Torn: 07949 019770

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

KEY SITES WITHIN THE COMMUNITY*

*Suitable location(s) for sand-bag dump

The Green, King Edward Street, Kirton in Lindsey

Kirton in Lindsey Primary School, Cornwall Street, Kirton in Lindsey

Huntcliff School, Redbourne Mere, Kirton in Lindsey

The Town Council Office, 84a South Cliff Road, Kirton in Lindsey

KLASSIC, Ings Road, Kirton in Lindsey

*Suitable location(s) of hard standing for emergency vehicles:

Car Park at Kirton in Lindsey Library, King Edward Street, Kirton in Lindsey

Kirton in Lindsey Primary School, Cornwall Street, Kirton in Lindsey

Huntcliff School, Redbourne Mere, Kirton in Lindsey

The Market Place, Kirton in Lindsey

KLASSIC, Ings Road, Kirton in Lindsey

Community Resources

Accommodation

The George Pub – food, drink, telephone, accommodation, toilets
Market Place/High Street Kirton in Lindsey
Glen/Neil – 01652 640 600

Lime House Bed & Breakfast - food, drink, telephone, accommodation, toilets
4 Queen Street, Kirton In Lindsey DN21 4NS
01652 648802

Cooking Supplies

Kirton in Lindsey Primary School, Cornwall Street, Kirton in Lindsey
School office - 01652 648792 Caretaker (Contact details needed)

Huntcliff Technology College, Redbourne Mere, Kirton in Lindsey
Key Holders: School office: 01652 648276

Food, Drink and General Supplies

The George Pub – food, drink, telephone, accommodation, toilets
Market Place/High Street Kirton in Lindsey
Glen/Neil – 01652 640 600

The Queen's Head Pub – food drink, toilets, telephone
King Edward's Street, Kirton in Lindsey
01652 648014

Mount Pleasant Windmill – food, drink, toilets
North Cliff Road, Kirton in Lindsey
01652 640177

Co-op – food, drink, general supplies
High Street, Kirton in Lindsey
01652 648229

Topiary Restaurant at Fairgardens– food, drink, toilets
Station Road, (at Fair Gardens Garden Centre), Kirton in Lindsey
01652 640122

Spar – food, drink, general supplies
High Street, Kirton in Lindsey
01652 648396/6404769

One Stop – food, drink, general supplies
Market Place, Kirton in Lindsey
01652 648253

Kirton Lindsey Fish Bar – food, drink
High Street, Kirton in Lindsey
01652 640593

Bengal Dynasty – food, drink, toilets
Market Place/High Street, Kirton in Lindsey
01652 648370

Topliss' Butchers – food, drink
Market Place/High Street, Kirton in Lindsey
Mal/Leslie – 01652 648230

Teasdales – food, drink
Market Place/High Street, Kirton in Lindsey
01652 640582

Hardware and Tool Supplies

Fair Gardens Garden Centre – various tools and hardware
Station Road, Kirton in Lindsey
01652 640122

Knight – electrical supplies, hardware
King Edward Street, Kirton in Lindsey
01652 648378

Kennels and Catteries

Corner Cottage Animal Boarding
Cleatham, Kirton in Lindsey
01652 648788

Livery and Horseboxes

Pingley Cottage Farm Livery, Pingley Farm, Bigby High Road, Brigg
01652 658120

Grange Farm, Kirton Road, Blyton
01427 628043

RB horseboxes (hire)
01522 730681/ 07860 575155

Reference

Kirton in Lindsey Library
King Edward Street, Kirton in Lindsey
01652 648406

Vehicles

Kirton Off Road Club
Roger Neal 07947799775, Matthew Hubbard 07947799649, Paul Hubbard 07947799673, Jon Hedigar 07895078152,
John Hoult 07714268141, Pete Meuntzburg 07836328783, Jonathan Jacques 07754422343

Humber 4x4 Response

07005 982 482 (Emergency Call-out number)
callout@humber-yorks4x4response.org.uk (Emergency Call-out email, watched during a major incident where possible)

D White, 8 Grove Street, Kirton in Lindsey (minibus)
01652 640459

Also see list of farmers stored in CEP box and annexed to stored copies of this plan.

Vets

Ashcroft Veterinarian Surgery Welhonme House, Bridge Street, Brigg, (pets only)
01652 655200

Old Courts Veterinary Centre, 11 Barnard Avenue, Brigg (Pets, horses and farm animals)
01652 653224 (24 hour emergency service)

The Winter Swan, 7 High Street, Winterton (Pets and equine)
01724 735003 (24 hour emergency service)

Kirton in Lindsey Fire Station

6 West Cross Street
Kirton in Lindsey
North Lincolnshire
DN21 4DN

SKILLS WITHIN THE COMMUNITY

Listening Skills

Frankish Training, Artemis House, 25 High Street, Kirton in Lindsey (Counselling etc)
Pat Frankish – 01652 649365/07836 528310

Medical

Kirton in Lindsey LIVES

Frankish Training, Artemis House, 25 High Street, Kirton in Lindsey (Domiciliary Care Workers)
Pat Frankish – 01652 649365/07836 528310

Community Leaders and Local Knowledge

St Andrew's United Church

Rev Kathy Colwell (Anglican Rector) 01652 640552

Rev Ian Wales (Methodist Minister) 01652 658268

Rev Jeff Wilson 01652 648687

Pat Frankish (Churchwarden) 01652 649365

Andrew Hodder (Churchwarden) 01652 648947

SECTION 5: VULNERABLE PEOPLE

VULNERABLE PEOPLE WITHIN THE COMMUNITY
<u>Generic Information – Areas with Higher than average proportions of Vulnerable Residents</u>
East Dale Drive Acacia Close Turner Street Cornwall Close

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 is normally be at Police Headquarters at Queens Gardens in Hull.

The SCG determine 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

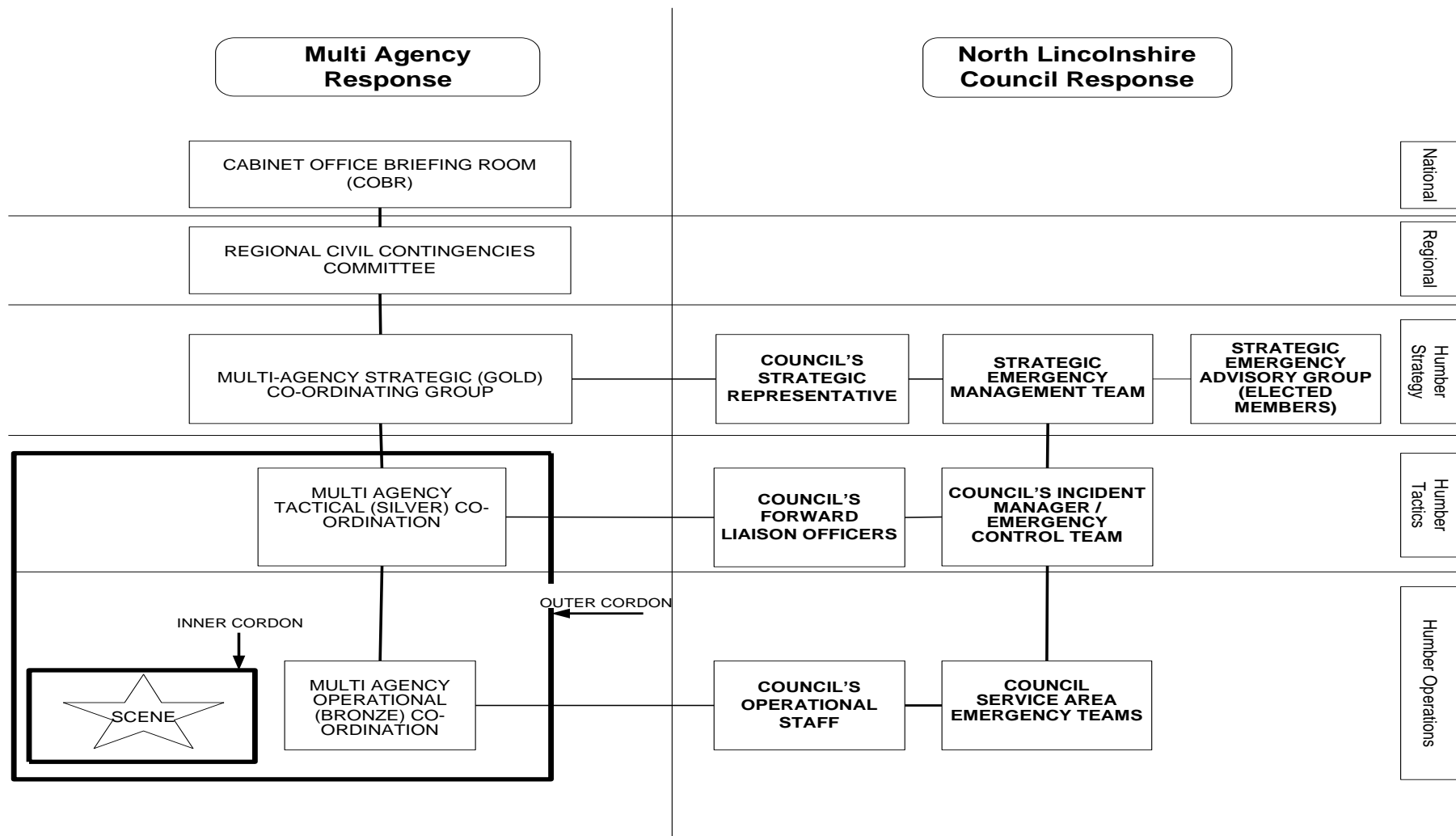
If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

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

- Town Clerk 01652 648978/ 07544 107607
- Billy Boyd, 14 Fairfields, Kirton in Lindsey, DN21 4GA, 01652 640430
- Kathy Cooper, 14 Southdale Close, Kirton in Lindsey, DN21 4BS, 01652 648123
- Samantha Layzell, 5 Fusilier Way, Kirton in Lindsey, DN21 4LJ, 01652 648287
- Pat Frankish, 1 North Cliff Road, Kirton in Lindsey, DN21 4NJ, 01652 649365/07836 528310
- Tony Kidder, 34 Halton Close, Kirton in Lindsey, DN21 4PX, 07787 475 808

In an emergency dial 999

EXTERNAL CONTACTS

Humberside Police Local Policing Team – (Control Room 0845 60 60 222)
Humberside Police Emergency Planning B Division (01724 274130)

Humberside Fire and Rescue (North Lincolnshire CPU 01724 295900)

Humberside Emergency Planning (01482 393091)

North Lincolnshire Council Emergency Planning (Mike Rutherford 01724 297618)

North Lincolnshire Council Switchboard (01724 297000 out of hours emergency number 01724 276444)

RADIO FREQUENCIES

BBC Radio Humber 95.9 FM

Lincs FM 102.2 FM

Viking FM 96.9 FM