

Barton-upon-Humber Town Council

Community Emergency Plan

**Owner: Emergency Planning
Sub-Committee**

December 2018

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

CONTENTS

Preface	3
Introduction.....	3
Title of plan.....	4
Type of plan.....	4
Purpose and scope of the plan.....	4
Purpose	4
Scope	4
Ownership and audience.....	4
Ownership.....	4
Audience.....	4
Accountability	4
Training, testing review and maintenance	5
Plan distribution and publication.....	6
Disclaimer.....	6
Section 1: Activation	7
Section 2: Key Actions	8
Section 3: Community Emergency Team.....	13
Section 4: Community Resources.....	14
Section 6: The Multi Agency Response To A Major Incident	18
Section 7: Important Contact Details.....	21

- * E.P.S-C EMERGENCY PLANNING SUB-COMMITTEE

- * E.C ENVIRONMENT COMMITTEE

- * B.T.C. BARTON-UPON- TOWN COUNCIL

- * N.L.C. NORTH LINCOLNSHIRE COUNCIL

PREFACE

Introduction

During June and July 2007 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.

The official brief from North Lincolnshire Council and the regional agencies regarding a gold command event (major emergency endangering life) is that considerable resources from all services will be applied to help Barton, that said the Barton plan needs to be robust enough to support these agencies, the plan should be based around our local knowledge and offer resources, buildings, consumables and volunteers that can be applied to any emergency allowing the agencies to target the event and the vulnerable and not have to worry about availability of facilities or contact details of local volunteers and availability of local resources.

It is also important to understand that if an event takes place in Barton but there is no danger to lives, that regional resources will obviously be directed to areas where the danger is most acute, this translates into a position where Barton could have significant need but little danger to lives and that we will have to stand alone for perhaps 48 hours or longer, supporting perhaps up to 1000 people in welfare centres.

It also needs to be recognised that we need duplicate and spare capacity because it is not possible to predict the nature of an event and therefore location

and the possibility of a primary centre being effected by the event must be planned for, it also needs to be noted that any people who are effected will not be helpless and should be relied upon to help themselves and utilise the facilities and consumables that we can provide so our role is one of facilitation and supply and not one of unlimited service.

Please read and familiarise yourself with the contents of this plan in the hope that we never need to implement it but in the now ledge that if we did we would be prepared.

Cllr Jon Evison Chairman Barton Emergency Planning Sub-Committee

Title of plan

Barton-upon-Humber Town Council 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 Barton-upon-Humber Town Council.

Audience

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

Accountability

Accountability for this plan rests with Barton-upon-Humber Town Council.

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 annually (September). Chairman of Sub-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 annually (September after exercise). During the review every section of the plan will be checked for accuracy (telephone numbers, resource lists etc). E.P.S-C will have responsibility for reviewing the emergency plan.

Any updates to the plan or lessons from incidents or exercises, should be approved by E.P.S-C before the plan is changed.

If you have suggestions for improving this plan please contact Chairman of E.P.S-C or Chairman of E.C.

Plan distribution and publication

PLAN DISTRIBUTION AND PUBLICATION

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

As per list held at B.T.C. and N.L.C. offices and with Chairman of E.C. and Chairman of E.P.S-C

Paper copies of this plan are kept with the above.

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

Disclaimer

Whilst Barton 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.

Barton 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 four members of the B.T.C. 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 four of the following people can activate this plan:
- Chairman of E.C, Chairman of E.P.S-C + 2 other Members of E.P.S-C who are authorised to activate the emergency plan

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 and toilet facilities.

KEY ACTIONS

- 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).
- Maintain regular communications with the representatives of the responding organisations on the scene.
- Authorisation badges for helpers in Barton upon Humber have been produced for those who may need to knock doors. Available from Barton Town Council Office at The Assembly Rooms, Queen Street, Barton, DN18 5QP

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 our delivery partners, town and parish councils, 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

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: 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:

As per list held at B.T.C. & N.L.C. offices & with the E.C.Chairman & E.P.S-C Chairman

Mayor	Cllr. Nigel Pinchbeck	01652 633811
Deputy Mayor	Cllr John Sanderson	01652 661157
Chairman of E. C.	Cllr. Frank Coulsey	01652 632999
Chairman of C.E.W.P.	Cllr. Jon Evison	07976 276895

Barton Town Councillor	Cllr. Paul Vickers	01652 632715 (work)
Has warehouse storage for sand & bags		01652 661068 (home)

North Lincolnshire Council recommends a minimum of five members for a Community Emergency Team. Consider including at least two members of the local community. The town or parish council needs to decide the total number of members, taking into account abstractions such as illness, annual leave, members being absent from the parish at the time of the emergency due to work etc.

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):

B.T.C. office weekdays

St Mary's Church Hall, Burgate & Viking Resource Centre, Fairfield Drive, Barton

North Lincolnshire Council building - Baysgarth Leisure Centre, Baysgarth Park, Brigg Road, Barton

Full details held at B.T.C. & N.L.C. offices

COMMUNITY EMERGENCY BOX

A community emergency box is located at B.T.C. office. It contains:

A full copy of this plan, a street map of the area, stationery, a copy of the register of electors etc.

Information for this page is held at B.T.C. & N.L.C. offices and with Members of the E.P.S-C

SECTION 4: COMMUNITY RESOURCES

COMMUNITY EMERGENCY SHELTER*

St. Mary's Church, Burgate

Rev. D. Rowett
The Vicarage, Beck Hill.
01652 632202 or 07952755635
Email:davidrowett@aol.com

Capacity of C.E . shelter	50 sleeping
Seating capacity	100
Cooking facilities	1 oven 90cms.
Car parking	Streets in area
Communications	Radio can be arranged.
Toilets	2ladies/multipurpose/Gents/disabled.

Viking Resource Centre, Fairfield Drive

Belinda Lant
01652 660018
vikingresourcecentre@gmail.com

*Facilities:

Capacity 20-30
Seating 30+
Cooking facilities Kitchenette
Parking surrounding streets
Communications Phone, e-mail, Radio.
Toilets 3 (1up 2 down)

KEY SITES WITHIN THE COMMUNITY*

Sandbags are held at BTC Offices
Arrangements with builders merchants on Fleetgate hill for sand

In negotiations with neighbourhood services re hard standing for vehicles

In the event of a temporary mortuary being needed (pandemic), Rev D. Rowett 632202 has suggested St. Peter's Church, Beck Hill.

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

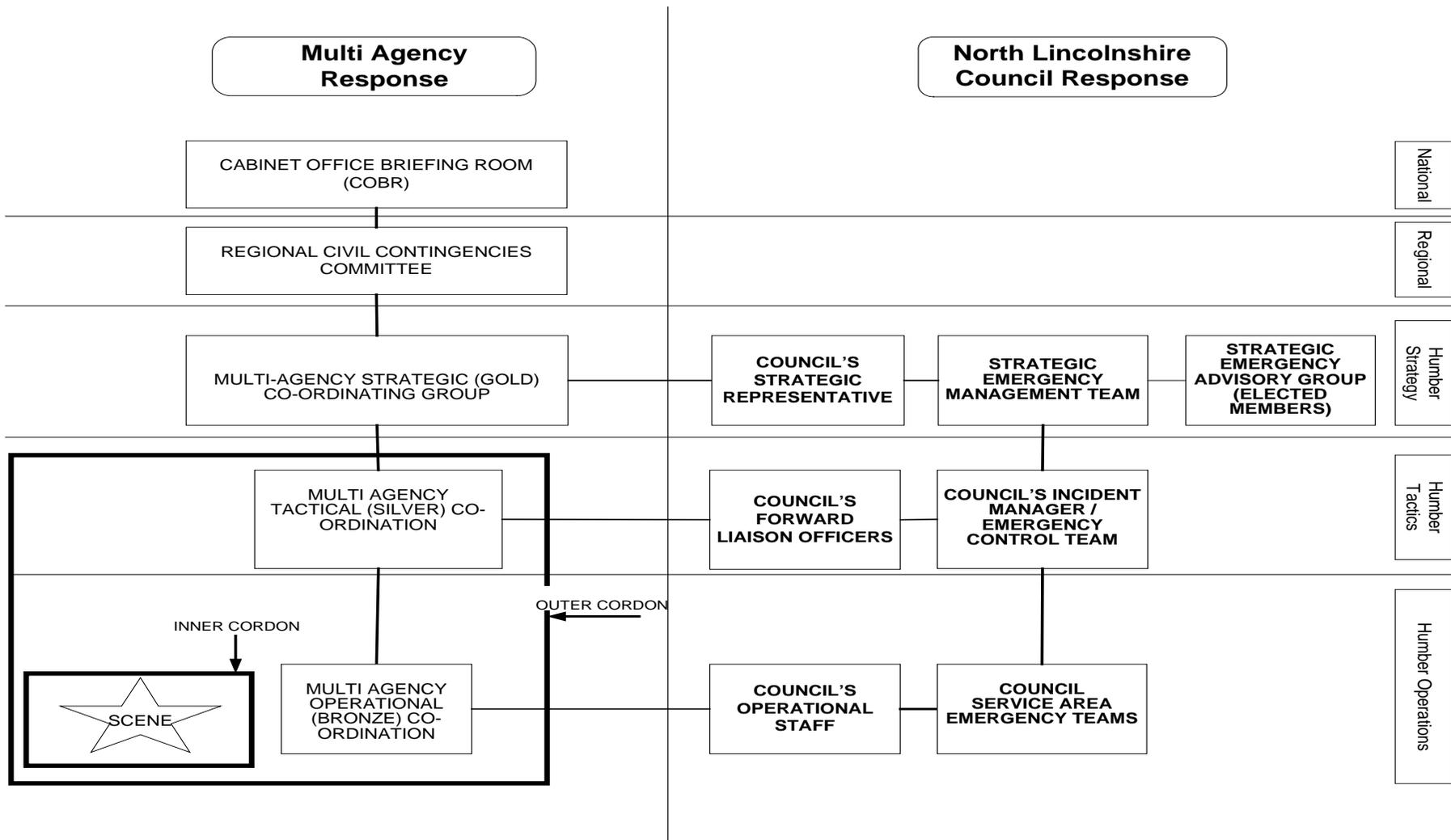
If an incident has implications for one or more Government Office regions, a Regional Civil Contingencies Committee (RCCC) may be established. They liaise with other regions and report directly to the Government.

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

Councillor Jon Evison (Chairman) & Mrs Suzie Evison (Committee Member)
11 Beck Hill, Barton upon Humber, DN18 5HQ
Mobile 07976276895 & 07976276908 (Mrs Evison)

Councillor Mrs Ann Clark (Committee Member)
10 Western Drive, Barton upon Humber, DN18 5AF
01652 634152

Councillor John Sanderson (Committee Member)
9 Barrow Road, Barton upon Humber, DN18 6AA
Mobile 07484882557

Councillor Alan Todd (Committee Member)
8 Orchard Close, Barton upon Humber, DN18 6AT
01652 634539

Cllr Nigel Pinchbeck
10 Lower Meadows, Barton upon Humber, DN18 5RY
07718583546 (mobile)

Councillor Joan Warton (Committee Member)
18 Market Place Barton upon Humber, DN18 5DD
Tel: 01652 632084

Councillor Paul Vickers (sand bag storage)	01652 661068 (home)
16 Plumleaf Way. Barton upon Humber, DN18 5GT	01652 632715 (work)

OTHER COMMUNITY LEADERS

Mrs Margaret Sidell
past chairman & volunteer
12 Birchdale, Barton upon Humber, DN18 5ED
01652 632512

In an emergency dial 999

EXTERNAL CONTACTS

Environment Agency
www.environment-agency.gov.uk Floodline 0345 988 1188

Northern PowerGrid
www.northernpowergrid.com 0800 375 675

Gas
(24 hour emergency service and gas escapes) 0800 111 999

Anglian Water
www.anglianwater.co.uk 03457 145 145

Fire & Rescue
(non emergency) www.humbersidefire.gov.uk 01482 565333

RADIO FREQUENCIES

BBC Radio Humberside 95.9 FM or channel 721 on Freeview

Lincs FM 102.2 FM

Viking FM 96.9 FM