

EASINGTON PARISH COUNCIL

EMERGENCY PLAN PROCEDURE

**Call 999 if there is a risk
to LIFE.**

**Never put yourself in a
position of danger.**

Version 5 (Final) - April 2024

CONTACT DETAILS

Contact the Parish Council through the Community Emergency Co-ordinators:

| Name/Position | Address | Telephone | E-mail |
|-----------------------------------|---|---|--|
| Councillor Jo-Ann M Clubley | Thompsons Farm Seaside Road Easington HU12 0TY | 07794432448 | jo_ann.clubley@yahoo.co.uk |
| Councillor Ian Smith | Trafalgar Cottage Kilnsea Road Kilnsea HU12 0UB | 07918100642 | iansmitheasingtonpc@btinternet.com |
| Councillor J Burt Graham | Ivydene Back Street Easington HU12 0TT | 01964 650826 or 07974963851 | jamesbgraham95@gmail.com |
| Parish Clerk Kim Dalton | Holmleigh Hull Road Easington HU12 0TE | 07541066034 or 07756823729 Or 01964 650447 | easingtonpc@outlook.com |

It is important to note that people should not put themselves or others at risk when preparing, testing, or using this plan.



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INTRODUCTION

EASINGTON EMERGENCY PROCEDURE PLAN

Emergencies happen. There may be a time when you might be affected by an emergency, but your life is not in immediate danger. During such a time, you will need to know how to help yourself and those around you. The Parish Council has drawn up this plan to help deal with a major incident which may occur in the future.

'By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.' (www.gov.uk)

Objectives of this Emergency Procedure Plan:

- To establish a community emergency co-ordinators' team that will coordinate the community response and liaise with the emergency services / local authorities as appropriate.
- To identify actions required to minimise the harm from identified hazards or threats.
- To establish a means of identifying vulnerable people in the community with a view to supporting them in an emergency.
- To identify resources in the community that would be available to minimise the severity of the emergency.
- To establish key contact details for the emergency services and local authorities, the Local Community Emergency Co-ordinators and key community resources.

In the event of a major incident in or near the parish, Easington's Community Emergency Co-Ordinator's will activate the Plan after contacting the appropriate authorities.

Community Emergency Co-Ordinator

| |
|--|
| <p style="text-align: center;">Community Emergency Co-Ordinator</p> <p style="text-align: center;">Parish Clerk - Kim Dalton</p> <p style="text-align: center;">Contact No:s: 07541066034 / 07756823729</p> |
|--|



| | | |
|--|---|---|
| <p>Councillor. J Burt Graham</p> <p>Contact No: 01964 650826 or 07974963851</p> | <p>Councillor: Jo-Ann M Clubley</p> <p>Contact No: 07794432448</p> | <p>Councillor: Ian Smith</p> <p>Contact No 07918100642</p> |
|--|---|---|

Members of the Public Assisting the Emergency Management Team

Flood Wardens

| | | | |
|--|--|--|--|
| | | | |
| | | | |

Ward Councillors

| Name | Telephone | E-mail |
|------------------|------------------|--|
| Lyn Healing | 07724901527 | Councillor.healing@eastriding.gov.uk |
| Claire Holmes | 07912346503 | Councillor.holmes@eastriding.gov.uk |
| Sean Mcmaster | | councillor.sean.mcmaster@eastriding.gov.uk |

Emergency Contact List - External

| | |
|---|----------------|
| Fire Service, Police, Ambulance and Coastguard | 999 |
| NHS – Non Emergency | 111 |
| Police – Non Emergency | 101 |
| Yorkshire Water | 08451 24 24 24 |
| Severn Trent Water | 0800 783 444 |
| Gas Emergency Service and Gas Escapes | 0800 111 999 |
| Electricity Emergency Service and Failure of Supply | 105 |
| East Riding of Yorkshire Council | 01482 393939 |
| Hull City Council | 01482 300300 |
| Northeast Lincolnshire Council | 01472 313131 |
| North Lincolnshire Council | 01724 297000 |

Alternative communications

| Communication Type | Email Contact | Tel No | Location |
|-----------------------------|--|-----------------|----------|
| BBC Radio Humberside | news@bbc.co.uk | 01482 323232 | 95.9 FM |
| Local Radio – Seaside Radio | contact@seasideradio.co.uk | 01964 611617 | 105.3 FM |
| Holderness Gazette | info@holderness-gazette.co.uk | 01964 612777 | |
| BBC Look North | looknorth@bbc.co.uk | 01482 323232 | |
| | | | |
| | | | |

Emergency Information Points

Information of any imminent emergency such as flooding, pandemic or severe weather will be displayed on the website and at key information points.

| Information Point | Location | Contact for Information |
|------------------------|---|---------------------------|
| Noticeboard | The Square Easington Crown and Anchor Kilnsea | Parish Clerk |
| Website | http://easingtonparishcouncil.co.uk/ | Parish Clerk |
| Facebook | Easington Parish Community Easington Parish Contact | Parish Clerk |
| WhatsApp Group | Mobile Phone Group | DL Steenvoorden MBE |
| Text Messaging Service | Website based | Parish Clerk |

Responsibility for updating the above via Parish Clerk

Emergency Box

An Emergency Box is kept in the **OFFICE** at the **YOUTH CLUB** – Keyholders to the Youth Club:

Kim Dalton

It contains:

| | |
|------------------|------------------------------|
| Torches | A Copy of the Emergency Plan |
| Maps of the Area | First Aid Kit |
| Pens/Pencils | |
| Notepads | |
| Masks/Gloves | |
| | |

FIRST STEPS IN AN EMERGENCY

Use the table below to add the steps to be followed when the plan is activated

| | Instructions | Tick |
|----|--|-------------|
| 1 | Call 999 if there is an emergency (unless already alerted) | |
| 2 | Ensure there is in no immediate danger | |
| 3 | Contact the Community Emergency Team and meet to discuss the situation | |
| 4 | Use the Agenda | |
| 5 | If the emergency is covered by one of the Annexes, use them | |
| 6 | Send messages to community volunteers | |
| 7 | Notify local authority of any issues that cannot be managed locally | |
| 8 | Assign Actions, Timescales, and time of next meeting | |
| 9 | Notify Ward Councillor(s) | |
| 10 | | |

Defibrillator location(s)

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

| Location | What 3 Words Location |
|---|---|
| The Community Hall The Square Easington HU12 0TE | /// snitch.bulldozer.dove |
| The Crown And Anchor Kilnsea | /// Surpassed.twitchy.certainty |
| Southfield Farm Out Newton | /// Streaking.careful.tolerates |

Incident Room(s)

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

| Location | What 3 Words Location |
|--|---|
| Easington Community Hall, The Square Easington HU12 0TE | /// firm.playroom.organist |
| Easington Youth Club Beck Lane Easington HU12 0TE | /// reserves snares.rewriting |

Emergency Shelter(s) (Key locations identified as places of safety)

| Location | What 3 Words Location |
|---|---|
| Easington Community Hall, The Square Easington HU12 0TE | /// firm.playroom.organist |
| Easington Youth Club, Beck Lane Easington HU12 0TE | /// reserves snares.rewriting |
| All Saints Church The Square Easington | /// courier.curries.suits |
| Westmere Farm, Kilnsea | /// fuses.intrigues.anyway |
| Crown and Anchor, Kilnsea | /// Surpassed.twitchy.certainty |
| The Grain Store Southfield Farm Out Newton (Contact R Buckle before use) | /// Streaking.careful.tolerates |

Details of the Emergency Shelters may be shared with the Emergency Services in case they need a safe location to evacuate resident(s) to.

LOCAL RISK ANALYSIS

| What is the hazard? | Where is it? | Where is it affecting? | What are the consequences /impact? | What can we do to mitigate the impact before an incident? | What can we do to mitigate the impact after an incident? |
|--------------------------|---|--|--|--|---|
| (a) | (b) | (c) | (d) | (e) | (f) |
| Burst water main | Major road through the village | Vehicular Access plus access to properties | Flooding of several properties and affecting access to primary school | PC and residents to report potential problems to Yorkshire Water | Evacuate to appropriate reception centre to provide shelter, food & tea for up to 100 people... |
| Heavy snow | Affects entire area | Affects entire area | Movement around community; residents house bound; getting food from shops | PC to ensure grit bins/ grit piles are regularly topped up.. Ensure personal resilience plans / spare food; advise not to allow oil supply to drop too low; purchase salt / grit / snow shovel... | Coordinate visits to identified vulnerable people; organise food delivery; liaise with voluntary group; clear footpaths; keep community informed... |
| Major Transport Accident | Major road through the village | Access through the parish | Fire and Police will co-ordinate the response | | Follow advice from services |
| Fire, explosion | In the Parish, other property affected. | People living in the immediate Vicinity. | Fire and rescue service is responsible for identifying the inner cordon and for the health and safety of all those operating within it. Police will co-ordinate the response | | Follow advice from services |
| Gales / Storms | Affects entire parish | Affects entire area | Important to keep safe indoors and follow advice. When safe to do so, check on vulnerable residents | Ensure have personal resilience plans / spare food; advise not to allow oil supply to drop too low. When safe to do so possibly activate machinery owners to clear fallen trees. | Follow advice from services |

| What is the hazard? | Where is it? | Where is it affecting? | What are the consequences /impact? | What can we do to mitigate the impact before an incident? | What can we do to mitigate the impact after an incident? |
|--|---------------------|------------------------|---|--|--|
| (a) | (b) | (c) | (d) | (e) | (f) |
| Heatwave | Affects entire area | Affects entire area | Important to keep cool and safe indoors and follow advice. | Ensure have personal resilience plans / spare food/ cooling fans/areas to keep cool Good Neighbour scheme to check on vulnerable residents | Follow advice from services, government, and NHS |
| Pandemic | Affects entire area | Affects entire area | People being able to get to pharmacy for medication. | Identify volunteers who can collect medication for those residents who may be vulnerable. | Follow advice from UK Government |
| Loss of Utilities | Affects entire area | Affects entire area | Residents cannot get heat, light, or hot water. Unable to cook food. Defrosting of fridges | Promote registration with suppliers as vulnerable customers - https://www.northernpowergrid.com/care Ask volunteers to door knock Alert LA of vulnerable people | Follow advice from service provider |
| Flooding Flooding via Dykes/Streams/Coastal | Affects entire area | Affects entire area | Threat to Life Flooding of local roads Damage to Property Vehicles travelling too quickly causing waves of water School Bus cannot get into village | Sign up to EA Flood Alerts Encourage Residents to Improve Flood Defences Identify and Train Flood Wardens Notify Highways Department of any gully's blocked – Autumn/Winter. Move persons/property to higher ground. Evacuate to Safe Place – Westmere Farm, Kilnsea North of Hull Road, Easington Employ temporary flood protection – Sandbags, Flood Gates. Residents to familiarise themselves with Flood Zones. | Follow advice from Environment Agency and East Riding of Yorkshire Council and Local Services (Fire Service/Police etc.) |

**Community Emergency Group
First meeting agenda**

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it nearby:

- • A school?
- • A vulnerable area?
- • A main access route.
- • Type of emergency:
- • Is there a threat to life?
- • Has electricity, gas or water been affected

Are there any vulnerable people involved?

- • Elderly
- • Families with children

What resources do we need?

- • Food?
- • Off-road vehicles?
- • Blankets?
- • Shelter?

2. Establishing contact with the emergency services

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues

Local skills and resources assessment

| Skill/ Resource | Who? | Contact Details | Location | When might be unavailable? |
|-------------------------|---|--------------------|-----------|----------------------------------|
| Trained First Aiders | David L Steenvoorden MBE Kim Dalton | 07756823729 | Easington | N/A |
| Tractor Driver | Jo-Ann Clubley | 07794432448 | Easington | |

In Blue – All still to be verified/asked if they can assist

List of organisations helpful in identifying vulnerable people in an emergency

| Organisation | Name and Role of Contact | Phone Number |
|-------------------------------|-----------------------------|--------------|
| Church | | |
| Community Hall | | |
| Easington Events Committee | | |
| Evergreens | | |
| Parish Council | | |

TRIGGER – LOCAL FLOOD ALERT FROM ENVIRONMENT AGENCY, OR LOCAL KNOWLEDGE

1. Map showing

- Areas at risk of flooding
- Drains and gullies
- Location of sand stores (if any)
- Roads, bridges and crossing points that are at risk of closing

2. Contact details of

- Flood wardens
- Farmers who can assist
- Local Highways Engineer (East Riding of Yorkshire Council)
- Flood and Drainage Team (East Riding of Yorkshire Council)
- Environment Agency
- Voluntary Groups

3. Preparatory work

- Contact Local Highways team in late summer requesting clearing of drains, etc.
- Promote Environment Agency Flood Line registration through Parish newsletter in Summer edition.

4. Actions when a flood warning has been issued

NOTE – Specify WHO is responsible for each action, and when they need to do it.

- Flood warning to check vulnerable properties
- Update website
- Notify East Riding of Yorkshire Council of number of homes and businesses at risk, and those that have been flooded.

TRIGGER – ALERT FROM EAST RIDING OF YORKSHIRE COUNCIL SEVERE WEATHER OFFICER

1. Map showing

- Roads that are gritted by East Riding of Yorkshire Council
- Local areas at most risk (tight bends, steep hills, route to school, etc)
- location of grit bins

2. Contact details

- Snow warden volunteers
- Farmers with gritting equipment and snow ploughs
- East Riding of Yorkshire Council Severe Weather Team
- 4 x 4 drivers
- voluntary groups that are in contact with vulnerable people

3. Preparatory work

- Check grit bins and contact Severe Weather team requesting grit if necessary.
- Ask farmer to confirm their equipment can be used
- Put article in Winter edition of Parish newsletter

4. Actions to be taken

- Call meeting of emergency committee – Chair
- Put warnings on website – Responsibility of Parish Clerk
- Refill grit bins

Grit Bins are located

Entrance to Turmarr Villas

Entrance to School

Seaside Road/Firthholme Road Corner

Long Bank Bend

Crown and Anchor Corner

Grit Spreader is available – Contact Kim Dalton 07541066034

PANDEMIC – is the UK’s highest risk. In a severe outbreak, up to 750,000 people could die in the UK.

TRIGGER – PANDEMIC DECLARED BY WORLD HEALTH ORGANISATION

1. Form emergency committee – include health care professionals if possible. Make this committee larger than others, since during a full pandemic up to half the committee could catch the flu.

2. Contact details for

- Volunteers who can collect and drop-off prescriptions, collect food, etc.
- Local Link Volunteers (provide transport for people without transport)
- Organisations for identifying vulnerable people
- Local GP surgeries
- Local pharmacy
- Nearest 24-hour pharmacy

3. Preparatory Work

- In Autumn, distribute information about ‘Flu/Covid jabs’ and local website and newsletter
- Share plans with the community

4. During Pandemic

- Put up NHS posters, and share with churches, community hall, etc.
- Consider cancelling public gatherings and meetings, as advised by the NHS
- Activate volunteers to help people living alone with:
 - Dropping off food
 - Dropping off prescriptions / anti-viral drugs
 - Looking after pets
 - Keeping in touch with infected people through email / phone.

TRIGGER – Loss of supply

- 1) Electricity – is distributed in East Riding of Yorkshire by Northern Powergrid:www.northernpowergrid.com
 - i) to Report a Power Cut – National Helpline Dial 10
For a question or a problem with the power call 0800 375 675
Encourage vulnerable people to join the ‘Priority Services Register’!
Contact: 0800 169 2996
Contact voluntary groups to check welfare of vulnerable people during an outage.
Consider opening the rest centre in an outage if prolonged period.
 - ii) In an outage: Call 0800 375 675 for information
- 2) Gas – Interruption to the Supply / Smell gas? Call the Northern Gas Networks on 0800 111 999
Priority Services - the same information provided to Northern Power Grid is used.
- 3) Water – is supplied by Yorkshire Water
 - Check website for planned works <https://www.yorkshirewater.com>
 - Call 0800 57 35 53 to report problems
 - Encourage vulnerable people to join ‘Priority Services by calling 0800 1 38 78 78
 - Contact voluntary groups to check welfare of vulnerable people

TRIGGER – NOTIFICATION OF INFECTED PREMISES

The risks of disease being spread by those seeking recreational access to the countryside are exceedingly small and can be reduced further by avoiding direct contact with animals.

In the event of a disease outbreak, there will be a presumption in favour of access to the countryside, subject to veterinary risk assessment. However, restriction in the movement of animals, people, and vehicles on and around infected site/premises may be put in place. There may be disinfectants that need to be applied when entering / leaving affected premises.

1) Animal Disease

These diseases have a serious economic impact for the farmer and will cause fluctuations in price of the meat, and animal products.

There may be restrictions put on movement around the infected premises in zones.

i). Diseases that affect only the animal. Such as Foot and Mouth, Blue Tongue, and Classical Swine Fever, etc.

Access to and from infected flocks/herds will be restricted.

ii) Zoonotic Diseases - Diseases that can pass from animals to humans, such as Avian Influenza, E. coli, Salmonella, etc. Access to the area and to animals will be restricted for infection control.

2) Parish Council Actions:

Obtain up to date information from:

Department for Environment, Food and Rural Affairs.

<https://www.gov.uk/government/organisations/department-for-environment-food-rural-affairs>

<https://www.gov.uk/government/organisations>

and Animal and Plant Health Agency

<https://www.gov.uk/government/organisations/animal-and-plant-health-agency>

- Liaise with Council Animal Health Team, 0300 456 0100
- Provide information to community about closed footpaths and bridleways.
- Provide information about alternative public bye ways which are suitable for exercising dogs, horses, etc.
- Check that positioning of public warning and information signage stays in place, and report
to Council if tampered with/removed 0300 456 0100.
- Keep in touch with the affected farmer's family and check their welfare.

TRIGGER – Fire in a Property with a Risk of Harm to Health through Fire or Smoke Inhalation and Damage to property in the vicinity.

1. When notified of an event members of the Emergency Committee will form to assist individual(s) requiring support.
2. Check that the Emergency Services have been alerted.
3. Liaise with the Emergency Services if required.
4. Follow Emergency Procedure
5. Move persons affected away from Imminent Danger and into Emergency Shelter
6. Contact details for.
 - Volunteers who can collect and drop-off prescriptions, collect food, etc.
 - Local Link Volunteers (provide transport for people without transport)
 - Organisations for identifying vulnerable people
 - Local GP surgeries
 - Local pharmacy
 - Nearest 24-hour pharmacy

TRIGGER – Discovery of Unexploded Ordnance in Area - Risk of Harm to Health through Explosion and Damage to property in the vicinity.

1. Check that the Emergency Services have been alerted.
2. Liaise with the Emergency Services if required.
3. Move persons away from Imminent Danger and ensure that not left unattended but do not put yourself in danger!

Plan Publication and Information

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

- Emergency Planning emergency.planning@eastriding.gov.uk
- Easington Parish Councillors

The original electronic version of this plan is kept at:

- [Holmleigh Hull Road Easington HU12 0TE](#)

Hard copies of this plan are also kept at:

- [The Community Hall Easington](#)
- [The Youth Club Beck Lane Easington HU12 0TX](#)
- [Westmere Farm, Kilnsea](#)

A web version of the plan **with the confidential information removed** has been posted on www.easingtonparishcouncil.co.uk for public information.

Plan Maintenance

The plan is reviewed annually at the **February Emergency Plan Meeting**.

During the review every section of the plan is checked for accuracy (telephone numbers, resource lists etc). The Parish Clerk will have responsibility for updating the emergency plan and will report back to the Parish Council meeting to confirm that a review and update has taken place.

The Parish Clerk is responsible for providing an updated version of the plan to all those listed above.

Data Protection

This contains personal information. The information contained will be kept and used in accordance with Easington Parish Council Data Protection Policy, a copy of which can be found on the website.

Easington Parish Council follows their data protection procedures when completing, maintaining, and storing this plan.