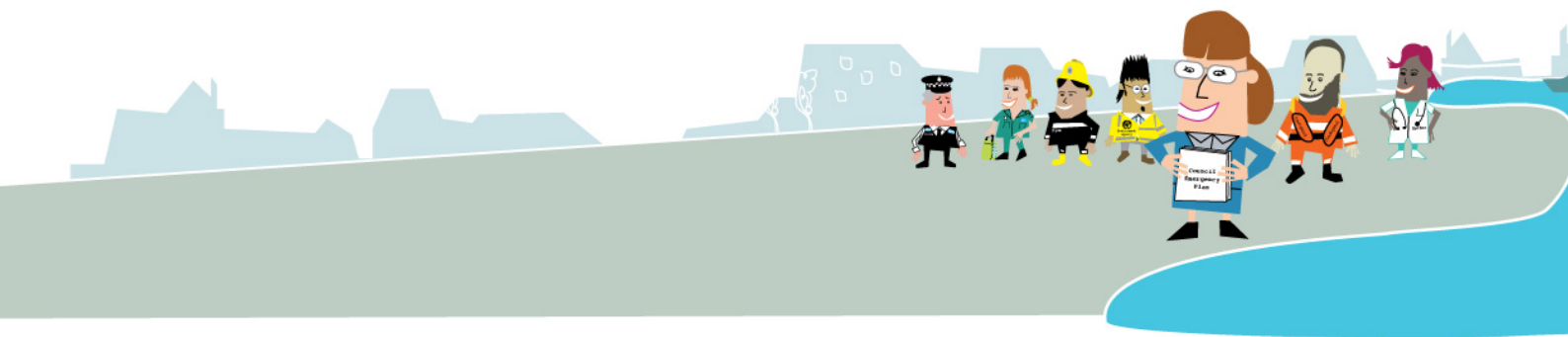


Burton Fleming Parish Council

Community Emergency Plan



Section 1 – Activation of the Plan

When Will the Plan be Activated

This plan will be activated when a designated member of Burton Fleming Parish Council Emergency Team is notified of an incident and considers that:

- It is necessary to take action and
- that action cannot be taken without triggering the plan.

Responsibility for Activating the Plan

The following people can activate the plan:

- Cllr Andrew Marr, Chair of Burton Fleming Parish Council
- Cllr Brenda Southwell, Vice Chair of Burton Fleming Parish Council
- Jennifer Hobson, Clerk to Burton Fleming Parish Council
- Any Member of the Emergency Team (see Section 3)

How Will the Plan be Activated

The plan will be activated when one of the persons listed above decides that the plan should be triggered, and begins to follow the initial actions checklist in Section 2.

Section 2 – Initial Actions Checklist

- **IN AN EMERGENCY DIAL 999**
- Tune into BBC Radio Humberside (95.9 FM), Greatest Hits Radio, Bridlington – (103.1 FM) or Viking FM (96.9 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community. If necessary, complete the Community Impact Assessment Form at appendix 1.
- Notify the Emergency Team and gather at nominated location. Consider if this location is viable. (See Section3)
- Make contact with the Emergency Services / East Riding of Yorkshire Council

Burton Fleming Parish Council

Community Emergency Plan

- Arrange for contact to be made with the vulnerable members of the community identified in Section 3 & 5 as appropriate and arrange for advice / assistance to be offered.
- Arrange for the community resources / organisations identified in Section 4 to be made available as necessary.
- Consider asking for additional members of the community (volunteers) to help with the response.
- Check your designated emergency e-mail system regularly.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- 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. Make sure they are acting lawfully (e.g. not speeding), carefully and are not carrying out tasks and activities that they are not qualified to do.

Section 3 – Pre Planning to Aid Response

Emergency Team

In the event of the plan being triggered the following members of the Parish Council have agreed to form part of the emergency team who will help to reduce the effects on the community.

Members of the Parish Council:

- | | | |
|--|-----------------------------|--------------|
| • Cllr Brenda Southwell
southwellbrenda@hotmail.com | Pear Tree Farm, South Lane | 01262 470349 |
| • Cllr Carol Skelton
carol.skelton2@hotmail.co.uk) | Clickham Grange | 01262 470409 |
| • Cllr Andrew Marr
andrew.marr@dalepowersolutions.com | Cherry Trees, Hunmanby Road | 07580100209 |
| • Cllr Sue Kirven_
suekirven@hotmail.co.uk | Westfield Farm Cottage | 07930672215 |

Clerk to the Parish Council:

- | | | |
|--|---|-------------|
| • Jennifer Hobson
• DESIGNATED EMAIL CONTACT | Flat 5 Weldon Court, Weapონness Park, Scarborough
clerk@burtonflemingpc.co.uk | 07542874957 |
|--|---|-------------|

Also:

- | | | |
|---------------------------------------|-------------------------------|--------------|
| • Rev Barbara Hodgson – St Cuthbert's | The Vicarage, School Lane | 01262 470873 |
| • Cllr Kate Mercer – Village Hal | Pear Tree Cottage, South Lane | 01262 470556 |

The Incident Room:

The Emergency Team will meet at one of the following locations:

- Cllr Andrew Marr's Home Cherry Trees, Hunmanby Road
- The Village Hall Bridlington Road, (Key Holder: Kate Mercer)

Emergency Box

There are two emergency boxes. One is to be held at Cllr A Marr's home and one in the Village Hall. Each box will contain: a copy of this plan, paper and pens, torch, map of village including parish boundaries and surrounding areas.

Emergency Information Points:

- Parish Website
- Parish Notice Board
- Village Notice Board
- Incident Room – dependent upon where based
- Letter box drops, if applicable

Jennifer Hobson, Clerk to the Council to be responsible for updating information points under direction of agencies involved. Cllr Andrew Marr, Chairman, to keep the press and media up to date.

Flooding Specific Actions

- Dial floodline on 0345 988 11 88
- Request that ERYC deploy sandbags where appropriate

Burton Fleming Parish Council Community Emergency Plan

- Offer support to vulnerable people
- Where possible, residents are advised to:
 - Utilise their own flood defences
 - Move cars to a higher ground
 - Make sure any valuable or sentimental items and important documents are safe
 - Empty furniture drawers and cupboards. Place the contents and any furniture you can upstairs. Fasten plastic bags round 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 blankets and tune into the local radio for emergency advice and instructions.
- Put plugs in sinks and weight them down to prevent backflow from the drains. Weigh down the loo seat too.
- Bring caged outdoor pets inside, move all pets with food, water, bedding and litter trays upstairs
- **Always wash their hands/arms/legs after coming into contact with floodwater with hot water and soap.**
- **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.**

If possible, provide support for residents in carrying out these actions.

Flood Specific Response Measures

Known Location at Risk:

- Area and properties surrounding the Gypsy Race.

Action Required before a Flood:

- Keep culvert clear of debris.
- Riparian owners must keep the bed and banks of the river clear of vegetation, waste, debris and siltation – as they pass on the flow without obstruction, pollution or diversion.

Action required during a flood:

- Contact relevant ERYC emergency team
- ERYC to deploy sandbags
- Utilise any available pumps in properties
- Contact ERYC/Police to implement road closures and incorporate barriers and signage to stop traffic, to help reduce 'the backwash' effect
- Alert residents via emergency information points

Equipment and People Required:

- Deploy any known pumps in the village
- 2 volunteers to door knock

Section 4 Community Resources

The Village Hall (Incident Room/Shelter/Information Point)

Cllr Kate Mercer - 470556

St Cuthbert's Church (Shelter/Meetings)

Burton Fleming Parish Council Community Emergency Plan

Cllr Trish Stansfield - 470414

The Village Shop (Supplies/Information Point)

Mary Parkin - 470212

Tractor/Machinery/Equipment

Keith Wells – 470280 or 07802438706

Stephen Wells - 470256 or 07801120291

Ladders & Broken Locks

Paul Lister – 470717 or 07968714901

Website, Parish and Village Notice Boards

Jennifer Hobson – 07542874957 (clerk@burtonflemingpc.co.uk)

First Aid

Sarah King - 07906579077

Support and Listening Skills

Rev Barbara Hodgson – 470873 or 07734467174

Section 5 – Vulnerable People

Who is Vulnerable?

This will depend on the nature and severity of the emergency. Vulnerable people with regard to flooding have been identified at Section 3.

The following group of people could become vulnerable in an emergency situation:

- Children
- Older Residents & Willows Residents
- Mobile Impaired
- Mental/Cognitive Function Impaired
- Sensory Impaired
- Homeless
- Pregnant Women
- Minority Language Speakers
- Tourists
- Travelling Community

Encourage residents to look after their neighbours. The Emergency Team should maintain a visible presence in the village to reassure residents.

Burton Fleming Parish Council Community Emergency Plan

Section 6 – Emergency Contact Details

Burton Fleming Parish Council

Parish Councillors who are not on the Emergency Team:

Name	Contact No	Home Address	Email Address
Cllr Kate Mercer	01262 470556	Pear Tree Cottage, South Lane, Burton Fleming, Driffield YO25 3PG	kathleenmercerc@btinternet.com
Cllr Sarah King	07906579077	Corner Cottage, Back St, Burton Fleming, Driffield YO25 3PY,	sez.m@sky.com
Cllr Trish Stansfield	01262 470414	Dunelm, South Street, Burton Fleming, Driffield YO25 3NZ	patriciahope1203@gmail.com
Cllr Stephen Wells	01262 470256	Manor House Farm Burton Fleming YO25 3PS	steve-mariewells@hotmail.com
Cllr Emma Hayton	01262 470941	Fernview, Front Street, Burton Fleming, Driffield, YO25 3PR	emmahayton@yahoo.co.uk

East Riding of Yorkshire Council Elected Members

Councillors who are not on the Emergency Team or Parish Council

Name	Contact No	Home Address	Email Address
Cllr J Owen	01262 420550 (H) 07717 703884 (M)	Richmond House Southside Kilham YO25 4ST	Jvg.owen@btinternet.com
Cllr Denise Howard (East Wolds & Coastal Ward)		11 Gledhow House, Wilsthorpe, Bridlington, East Yorkshire, YO15 3QL	councillor.denise.howard@eastriding.gov.uk
Cllr Charlie Dewhirst (East Wolds & Coastal Ward)	07775 707703 (M)	The Old Vicarage Nafferton Road Wansford DRIFFIELD YO25 8NT	Councillor.Dewhirst@eastriding.gov.uk

Burton Fleming Parish Council Community Emergency Plan

Contacts for Neighbouring Parish Councils:

Name	Contact No	Home Address	Email Address
Rudston: Sue Todd, Clerk	07840 800614	Andromeda Lodge High Street RUDSTON YO25 4UD	clerk@rudston.org.uk
Wold Newton: Zoe Warters, Clerk	07789 778985	Boythorpe Cottage Farm Butterwick Malton YO17 8HF	woldnewtonpc@yahoo.com
Thwing & Octon: Samantha Rounding, Clerk			thwing.clerk@outlook.com
Grindale: Pam Dobson, Clerk			
Kilham: Mrs C Boston, Clerk	07527353717	80 High Street Bempton YO15 1HP	kilhamparishcouncil@gmail.com

External Contact Details

- EMERGENCY Fire, Police, Ambulance and Coastguard - 999
- Police Non Emergency Number - 101
- NHS Direct – 111
- East Riding of Yorkshire Council (general enquiries) – 01482 393939
- Environment Agency (Floodline) – 0345 988 1188 (Incident Hotline) – 0800 807060
- Gas Emergency Service and Gas Escapes - 0800 111 999

Burton Fleming Parish Council

Community Emergency Plan

- Electricity Emergency Service and Supply Failures – 0845 733 1331
- Humberside Fire and Rescue (non emergency) – 01482 565333
- Yorkshire Water - 0845 124 24 24
- Maritime and Coastguard Agency – 01262 672317

Useful Websites

- www.eastriding.gov.uk – East Riding of Yorkshire Council
- www.environment-agency.gov.uk – Environment Agency
- www.direct.gov.uk – Public Services
- www.metoffice.gov.uk – Met Office Weather
- www.humbersidefire.gov.uk – Humberside Fire and Rescue
- www.doh.gov.uk – Department of Health

- **Media**

- Radio Humberside – 95.9FM or 1485am
- Greatest Hits Radio, Bridlington – 103.1 FM
- Viking FM – 96.9FM
- www.bbc.co.uk

Section 7 – Plan Publication

Publication of the Plan

Electronic copies of this document have been e-mailed to Emergency Planning at ERYC

The original electronic version of this plan is kept with Jennifer Hobson, Clerk to the Council

Back up versions have been saved with Cllr Andrew Marr, Chairman

Hard copies of this plan are kept in the emergency boxes place at Cllr Andrew Marr's home and the Village Hall and at the home Jennifer Hobson, Clerk to the Council

Published on the Burton Fleming Parish Council Website

Data Protection

This document will be subject to data protection legislation on its completion, due to the personal nature of its contents.

Section 8 – Plan Maintenance

Plan Maintenance Roles and Responsibilities to be Carried Out by Jennifer Hobson, Clerk to the Council

- The plan should be reviewed on an annual basis and Members will be informed at the Annual Parish Meeting that this has taken place
- During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc)
- Any updates or lessons that have been learned from exercises, should be approved at the Annual Parish Meeting before the plan is changed.
- An updated version of the plan is sent to all those listed at Section 7
- All the people who are involved with the plan are made aware of their role and know that they might be contacted during an emergency.
- All the contents of the Emergency Boxes are checked and the plans, maps and electoral register are up to date.
- The plan will comply with Data Protection and all other appropriate legislation.

Community Impact Assessment

This document can be used to quickly assess the impact that an emergency has had on the community.

		Comments/Area Affected
Do people have shelter?	Yes/No	
Do people have access to food, drink and basic resources?	Yes/No	
Is there security and public order?	Yes/No	
Do people have financial, legal and emotional support?	Yes/No	
Do people have enough information to make informed decisions?	Yes/No	
Is the community protected from short term health risks resulting from emergency?	Yes/No	
Is the community protected from long term health risks resulting from emergency?	Yes/No	

Community Impact Assessment

This document can be used to quickly assess the impact that an emergency has had on the community.

		Comments/Area Affected
Does the community have access to essential NHS services?	Yes/No	
Does the community have access to clear health messages and advice?	Yes/No	
Do businesses have access to their premises?	Yes/No	
Do businesses have access to supporting infrastructure?	Yes/No	
Do businesses have practical advice and assistance in connection with the emergency?	Yes/No	

Areas affected by incident (eg streets and house numbers)

Burton Fleming Parish Council
Community Emergency Plan

Continutation Sheet

Areas affected by incident (eg streets and house numbers)